

# Robert Smith

## Associate Business Advisor

### PERSONAL STATEMENT

Effective communicator who quickly understands customer needs and leads diverse teams to create and implement changes.

### WORK EXPERIENCE

#### **Associate Business Advisor**

**ABC Corporation - January 2003 - October 2004**

##### *Responsibilities:*

- Consulted with and advised regional clients.
- Negotiated business goals, established standards, and created recovery plans.
- Quickly learned the operational details of a variety of small to medium-sized businesses in different categories.
- Reduced turnover in half for a client by identifying HR issues.
- Implemented an employee VOC, innovation, recognition & training program reducing costs and improved productivity.
- Advised a private closely-held food products company.
- Served on the Advisory Board until the company was sold to a larger public software company.

#### **Business Advisor**

**Dallas Metropolitan SBDC/ DCCCD - 1999 - 2003**

##### *Responsibilities:*

- Provided one-on-one counseling in the areas of managing, operating, and financing a business to existing and aspiring business owners; emphasis on developing the minority community.
- Develop and coordinate business training for start-up businesses in both English and Spanish.
- Build relationships through networking and web-based marketing; with community business advocate organizations, lenders, partners, stakeholders and the Small Business Administration.
- Project Leadership & Facilitation Deal Day Coordinator Full day conference matching lenders with small business owners; event planning, marketing and logistics coordination.
- Business Tax Series Speaker Developed and hosted a series of 12 sessions educating business owners on state and federal tax regulations.
- Bilingual Training Conducted sessions in Spanish introducing entrepreneurs with multiple financing/credit options, requirements, and business plan writing tools..
- This is Dummy Description data, Replace with job description relevant to your current role.

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Federal Income Tax  
Compliance, Work paper  
Preparation.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company  
Name)  
Reference - 2 (Company  
Name)

## Education

Certification in Six Sigma & Lean Black Belt - 2005(Ingersoll Rand -  
La Crosse, WI)