

ROBERT SMITH

Jr. Interim General Manager

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Interim General Manager with over 15 years of experience in the media industry. Looking to continue a career in a media/ broadcast related field after a six-month sabbatical.

CORE COMPETENCIES

Project Management, Contract Negotiations, Audio Production, Event Coordination.

PROFESSIONAL EXPERIENCE

Jr. Interim General Manager

ABC Corporation - July 2014 – May 2015

Key Deliverables:

- Promoted from Operations Director to manage changes at KPFK.
- Supervised 28 full-time employees and more than 200 volunteers.
- General Management and Human Resources On Air Programming oversight.
- Managed union contract negotiations and labor relations.
- Facilitated grievance and arbitration processes.
- Presented reports to Board of Directors.
- Managed personnel changes.

Interim General Manager

Delta Corporation - 2011 – 2014

Key Deliverables:

- Patient Transport Developed and established policies, procedures and work performance standards Supervised and evaluated reporting managers and.
- Implemented a variety of new programs including an Up Scale New Mothers Meal for OB patients and their significant other as a celebration of the.
- Prepared a detailed Pattern of Management for the newly promoted General Manager.
- Trained the new General Manager on all Hospital and Sodexo procedures that he will be responsible for managing including scheduling; cash handling.
- Job Duties Reconciled all lines of credit due to the hotel Oversaw training of employees to ensure an exceptional guest experience Submitted time.
- Administered coach and counselling sessions with staff to keep them in tuned to what was expected of them.
- Temporary senior manager and consultant to agricultural wholesale products cooperative responsible for improving operations, financial results and.

EDUCATION

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- Bachelor of Arts in Cinema and Television Arts - Media Management - 2001(CALIFORNIA STATE UNIVERSITY - Northridge, CA)