

# ROBERT SMITH

## Business Development Director III

[info@qwikresume.com](mailto:info@qwikresume.com) | [LinkedIn Profile](#) | [Qwikresume.com](#)

Effective, versatile, collaborative professional with excellent management skills; extensive background in foreign relations, intelligence, and diplomacy; and proven abilities in leadership, operations, and planning & logistics.

## EXPERIENCE

### Business Development Director III

#### KINGHAVEN COUNSELING GROUP - MARCH 2006 - 2019

- Conduct and administer fiscal operations, including accounting, planning budgets, authorizing expenditures, establishing rates for services, and coordinating financial reporting.
- Direct, supervise and evaluate work activities of medical, nursing, technical, clerical, service, maintenance, and other personnel.
- Maintain communication between governing boards, medical staff, and department heads by attending board meetings and coordinating interdepartmental functioning.
- Review and analyze facility activities and data to aid planning and cash and risk management and to improve service utilization.
- Plan, implement and administer programs and services in a health care or medical facility, including personnel administration, training, and coordination of medical, nursing and physical plant staff.
- Direct or conduct recruitment, hiring and training of personnel.
- Establish work schedules and assignments for staff, according to workload, space and equipment availability.

### Business Development Director

#### ABC Corporation - 2003 - 2006

- Makes initial contacts with prospects who requested information to open Dollar Store.
- Explores prospects objectives and dreams and analyzes financial situations of prospects.
- Develops relationship by providing consulting service and explaining the program with their options.
- If needed, orders credit repairs from credit repair department for prospects.
- Orders site locations from Real Estate Department with complete Market Analysis.
- Prepares P&L projections, budgets for each location and discusses with clients make recommendations and help them to decide on location.
- Total account management until the project completed..

## EDUCATION

- Mass Communications - (TEXAS SOUTHERN UNIVERSITY - Houston, TX)

## SKILLS

Autotask, Google Analytics, MailChimp, Google Adwords, Autopilot, HubSpot, Quickbooks.