

# ROBERT SMITH

## Jr. Co-Owner

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

### SUMMARY

Co-Owner the position will perform the full range of contract administration from pre-award through closeout. Perform correspondence, negotiations, monitoring, change order tracking, modification tracking, sub-contractor document maintenance, contract close-out, file maintenance, and interaction; researches, analyzes, coordinates, develops and maintains documentation.

### CORE COMPETENCIES

Management, Carpentry, Computer, Customer Service, Dreamweaver, Dreamweaver, Photoshop, Macintosh, Windows Xp.

### PROFESSIONAL EXPERIENCE

#### Jr. Co-Owner

**ABC Corporation - February 2008 – February 2013**

##### Key Deliverables:

- Designs and constructs structures for different agriculture production techniques.
- Designs and constructs specialized watering systems.
- Produces various crops from seed to harvest.
- Collaborates with other producers to create more environmentally friendly systems of production and harvest.
- Conducts research and innovation.
- Supervises all areas of operation.
- Provides excellent customer service.

#### Co-Owner

**Delta Corporation - 2003 – 2008**

##### Key Deliverables:

- Buying and Selling Produce Quality Control Payroll Management Supervise Employees and Oversee Work Management Tasks Coordinate with other Brokers.
- Customer service, accounts payables, accounts receivables.
- Bar and grill management.
- Dispatch Customer relations Invoicing, record-keeping Maintenance General office duties.
- Marketed and sold over 150 items on eBay for approximately \$15,000 in commission Achieved over 100 satisfied clients, 100% positive feedback and.
- growing plants, watering plants and making sure that my customer is taking care of selling plants.
- Responsible for the management of a small co-owned business Managed and maintained budgets and designed advertising campaigns Researched marketing.

### EDUCATION

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- Bachelor's of Arts- (Klamath Falls Adult Learning Center - Klamath Falls, OR)