

Robert Smith

Branch Manager/Assistant Vice President

CONTACT DETAILS

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PERSONAL STATEMENT

An accomplished Branch Manager/Assistant Vice President with in-depth experience in corporate real estate including management, financing, sales, leasing, development, engineering and customer relations. Strong leadership qualities with the fortitude to research, train, motivate and develop winning relationships with clients, customers, and employees. To leverage the marketing and management skills I have acquired over the past 10+ years to gain a position in Marketing or Management.

WORK EXPERIENCE

Branch Manager/Assistant Vice President **ABC Corporation - 2011 - Present**

Responsibilities:

- Managing and directing staff of 70 employees (eight direct reports) for the largest non-profit healthcare provider in the united states with over \$9b a year in revenues.
- Working with the client to improve corporate value by developing an overall real estate strategy.
- Executing a portfolio optimization strategy to reduce costs and maximize occupancy usage.
- Establishing annual KPIs (key performance indicators) and performance metrics to ensure sound fiscal and operational management.
- Responsible for the concentration in strategy to enhance process development, improve efficiencies, reduce costs, and achieve client goals as measured through the balanced scorecard.
- Direct management for gross revenues and operating budgets totaling \$250mm annually.
- Overseeing the management team responsible for critical infrastructure to maintain 100% uptime of mission-critical facilities.

Vice President Assistant **ABC Corporation - 2009 - 2011**

Responsibilities:

- Reviewed reports and devised plans to support stores in order to achieve standards and positive results.
- Ensured excellent customer service by providing feedback and training to prevent escalation of issues.
- Established and maintained positive employee relations by providing guidance to District Manager in regards to the investigation and resolution of any employee issues within the region.
- Used knowledge and discretion in hiring decisions and terminations in consultation with the SVP of Operations.
- Maintained a working knowledge of significant developments and trends in the real estate industry.
- This is Dummy Description data, Replace with job description relevant to your current role.
- This is Dummy Description data, Replace with job description relevant

SKILLS

Microsoft Office,
Archibus, Facility
Solutions, Building
Engines, Virtual Lease,
PeopleSoft, MRI, Skyline,
Yardi & Various Work
Order Systems

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

to your current role.

Education

Master in Commercial Real Estate - 2008 (BOMI Institute) Bachelor Of Science in Business Administration - (Western Carolina University - Cullowhee, NC) B.A. in Technical Journalism - (Colorado State University - Fort Collins, CO)