

ROBERT SMITH

Director Of Business Operations III

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Manages consistent communication across all divisional businesses and analyzes and outlines training expectations that maximize individual and organization goals across the division.

EXPERIENCE

Director Of Business Operations III

Wyle CAS Group - FEBRUARY 2014 - 2020

- Responsible for the tracking and reporting of business operations for all CAS Group sites, to include implementation of a strategic plan and financial performance.
- Responsible for the quality of services for IT, Facilities, Environmental Safety & Health (ES&H) and Communications departments.
- Provides leadership support to managers, marketing and new business development, and promotion of services.
- Responsible for high priority companywide special projects as designated by the CAS President.
- Program Manager for Wyle Prime contract Rapid Response Third Generation (R23G).
- Ensures business operations decisions are made with clarity and communicated effectively across the organization.
- Contributes to the process for the development of the long term strategy as well as fiscal-year goals, assist in setting direction and driving resource alignment.

Director Of Business Operations

Delta Corporation - 2012 - 2014

- Manages entire business operations for 34 bed residential treatment center and Intensive Outpatient Program.
- Created and Maintains all policies and procedures in accordance with Dept. of Health and Hospitals.
- Responsible for all Human resources, accounting, federal and state regulations, medical billing, insurance contracting, EMR management, and .
- Supervised firm operations on a daily basis including providing timely project by project income and expense data for all departments Managed .
- Coordinate and direct 2-5 monthly meetings, hiring, recruitment, training, employee relations, contracts, & coaching, cad designing, trade shows, .
- Create floor plans and assessed interior design needs for clients upon

onsite consultations.

EDUCATION

- MBA in Operations Management - (Auburn University)

SKILLS

Information Technology, Project Management, Process Improvement, OSHA, Management, Strategy, Program Management.