

Small Business Consultant

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
linkedin.com/qwikresume
Address: 1737 Marshville Road,
Alabama.

Objective

Small Business Consultant seeking career advancement in Customer-Centric Roles and lead, manage resources, add value to organizational bottom lines and establish business-friendly relationships with clients for further leveraging. Professionalism, Positive attitude, Integrity and Reliability as critical elements of the career philosophy

Skills

Management Experience, Microsoft Office, Sales, Office Management, Financial Analysis, Banking.

Work Experience

Small Business Consultant

Cash Fund - 2015 - 2019

- Assisted with SBA programs and business plans.
- Organized marketing campaigns and seminars.
- Provide over the phone support to owners of small businesses.
- Manage multi screen computer and multi line phone.
- Accept payments and accept up to 30 phone calls a day.
- My day to day duties consisted of working with new business owners and teaching them about strategically structuring their LLC in order to make the most of the tax code.
- Sold over \$100,000 worth of consulting services during a month and a half of this tax season.

Small Business Consultant

ABC Corporation - 2011 - 2015

- Acquired new clients managing and growing the profitability of the current base.
- Conducted communications analyses for business clients, including global communication systems, mobile communications, and asset management systems, and recommended appropriate solutions based on strategic goals.
- Offered cost-saving solutions to clients, cutting their monthly costs by 10 to 30 percent.
- Acted as liaison for all technical questions and issues for accounts and coordinated communications between the client, sales, and development teams.
- Exceeded new-territory growth goals by 140% in 2012.
- Led district in Small Business market growth and new accounts closed in 2013.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Bachelor of Business Administration in Business Administration - 2010 (Edward Waters College - Jacksonville, FL)