

Robert Smith

Asst. COO

PERSONAL STATEMENT

Experienced and savvy business leader trained in Business Process Optimization, Organizational Change, Transformational Leadership, and personalized solutions that reduce inefficiencies with stakeholders, processes.

WORK EXPERIENCE

Asst. COO

ABC Corporation - March 2011 - November 2014

Responsibilities:

- Co-lead a specialized developer and operator of unique food and beverage concepts in the nightlife entertainment segment of the restaurant industry.
- Markets include nightlife destinations located in urban entertainment districts and mixed-use developments throughout the United States.
- Partner with industry experts and vendors to develop specialty programs.
- Create budgets and financial statements with the approval of the CEO and investors.
- Develop operating policies and procedures. Delivering products/services to the government and private sectors.
- Work with IT to ensure proper POS operations in-store and reporting systems.
- Helped develop four different concepts with a business plan to roll all out over a period.

COO

ABC Corporation - 2010 - 2011

Responsibilities:

- Reported to CEO Drove operations and engineering from prototype through to first successful customer shipment by improving engineering, vendor selection, and vendor management.
- Responsibility for engineering, operations, HR, facilities, IT, finance, and customer support for a start-up company designing equipment for aeroponic urban farming.
- Corrected operational and engineering, and vendor issues.
- Delivered first product ahead of schedule.
- Implemented multiple design improvements Established new processes for expense processing and month end financial closings Published personnel manual and managed HR Managed budgets, projections, and cash flow.
- Conducted facility searches and lease negotiations.
- Manage subcontractors for IT, Engineering, and payroll support Dramatically Improved phone and IT infrastructure and data back-up practices..

CONTACT DETAILS

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SKILLS

Budgeting And Cost
Control, Customer
Service, Process
Improvement.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

Mathematics - 2001(University of Cincinnati - Cincinnati, OH)