

# Robert Smith

## *Interim Executive Director/Consultant*

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
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[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Hiring, Firing,  
Scheduling,  
Management, Accounts  
Payable.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

## **PERSONAL STATEMENT**

Astute, dynamic, results-oriented leader with proven success in local government management (22 years) and Non-Profit Administration (8 years). Experience also includes: Project Administration and Management; Land Development and Finance; USDA RD Section 523 TA Grant Administration, [ ] Multifamily Property Administration. US Housing and Urban Development (HOME & CDBG) Grant Administration.

## **WORK EXPERIENCE**

### ***Interim Executive Director/Consultant***

**ABC Corporation - November 2008 - August 2009**

#### *Responsibilities:*

- Responsible for the operational management of Housing America Corporation; Oversee planning, implementation and evaluation of housing programs of the corporation.
- Oversees and performs evaluation of fiscal operations, organizational fiscal and operation analysis for land acquisition and project infrastructure development.
- Responsible for management and operations of human resources and development growth (i.e., hiring, disciplinary issues, firing; training and development for supervisors and employees).
- Implements board directives and assist board of directors in organizational strategic planning for short and long range planning.
- Oversees the operation and development of the Mutual Self Help housing program; Responsible for promoting and market housing programs and services.
- Responsible for the property management operation and administration of USDA and HUD Multifamily Complexes.
- Assures that legal contracts; grant agreements; policies and procedures are properly carry out.

### ***Interim Executive Director***

**Delta Corporation - 2003 - 2008**

#### *Responsibilities:*

- An advocacy organization for long-term care residents.Coordinated monthly board meetings with a board of 12 long-term care residents from different.
- Responsible for a staff of 30 employees; supervised department heads of natural resources, health and social services, housing, administration.
- This position lasted only six months due to changes from the results of the annual tribal council elections.
- Researched and wrote a grant for the 2-1-1 information and referral system that was approved Conducted a training presentation for agency directors.
- Oversee the sales efforts of the Greenwood CVB including group, leisure, meetings and sports markets.
- Oversee coordination of FAM Tours and assist groups with concierge

services.

- Manage sales efforts to existing markets including domestic group tours, meetings, and leisure travel.

## **Education**

Bachelor's in Business Adm - (Northern Arizona University - Flagstaff, AZ)