

ROBERT SMITH

COO/Representative

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Chief Operation Officer with company oversight, committed to cost-effective management of resources and quality performance. Duties include management of logistics, inventory control, purchase orders.

CORE COMPETENCIES

Facilitator, Interaction Management, ISO Internal Auditor.

PROFESSIONAL EXPERIENCE

COO/Representative

Unique Places LLC - April 2015 – 2019

Key Deliverables:

- Serve as second in command and chief of staff, leading a team of directors overseeing finance, accounting, administration.
- Evaluate opportunity costs and maintain organizational focus.
- Interface with key clients and business prospects to sell business services.
- Negotiate terms, conditions, and financial levers in joint ventures and other business associations.
- Define, hone, and uphold the organizational mission, vision, and values.
- Manage cash flow, evaluate financial performance and counsel CEO on high-impact financial decisions.
- Work with banks and investors to secure funding and serve as a client manager for key stakeholders.

COO

ABC Corporation - 2011 – 2015

Key Deliverables:

- Reported directly to the company President to ensure that we operated efficiently and achieved our service, sales, and profit goals.
- The scope of the job extended to key areas such as expense management, project management, people leadership, site/equipment maintenance, sales, and marketing.
- Responsible for managing the marketing, sales and service of over 500 billboard faces throughout 14 states.
- Handled the departmental budget, expense controls, and efficiencies Provided high-level direct contact with clients and advertising agencies Recruited, hired, trained, scheduled and motivated sales staff Led company sales training, weekly meetings and.
- Added 104 billboard faces to inventory through acquisition and new site development.
- Increased total occupancy by 14%.
- Reduced energy bills in a test market by 38% by installing light timers on existing billboard structures..

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EDUCATION

- Bachelor of Science in Science and Business Administration - (The University of Denver - Denver, CO)