

# Robert Smith

## *Vice President Of Operations/Project Manager*

### **CONTACT DETAILS**

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### **PERSONAL STATEMENT**

Project Manager with fourteen years of successful work history in both management and financial operations, proven ability to execute leadership decisions in a dynamic, demanding environment. Consistently exceeds existing standards; develops new procedures and training methods to continually minimize downtime and maximize profit. Highly organized and professional, with an excellent track record of resourceful time management and effective task completion.

### **WORK EXPERIENCE**

#### ***Vice President Of Operations/Project Manager*** **ABC Corporation - 2012 - Present**

##### *Responsibilities:*

- Developing financial controls, procedures, reporting, and measurements in the day-to-day management of the business, including the development, implementation, and maintenance of comprehensive and integrated project management, job costing, and pricing system.
- Responsible for negotiating all business necessary insurance (i.e., general liability, property, workers compensation).
- Responsible for the preparation of financial statements and their presentation to the president of the corporation.
- Directing and coordinating company financial planning and budget management functions.
- Preparing financial analysis for contract negotiations and product investment decisions.
- Establishing and implementing short and long-range departmental goals, objectives, policies, and operating procedures.
- Maintaining relationships with international distributors & manufacturers monitor foreign currency transactions.

#### ***Vice President Of Operations - Full Time*** **ABC Corporation - 2004 - 2012**

##### *Responsibilities:*

- Worked closely with regional and practice leadership to drive optimal office operations, excellent patient satisfaction, budget management, and strategic growth initiatives.
- Planned and executed ongoing strategic initiatives and planning for all clients.
- Evaluated business development models.
- Monitored client performance, worked with VPs of Operations to review and approve monthly financials.
- Coordinated monthly and/or quarterly financial and operational reviews with Senior leadership.
- Participated in the preparation, review, and approval of annual budgets.
- Analyzed accounts receivable and contract performance reviews for each client.

### **SKILLS**

Operations  
Management, Logistics,  
Human Utilization,  
Process Development,  
Customer Service,  
Microsoft Office,  
Strategic Planning,  
Leadership  
Development, Training &  
Development, Public  
Speaking

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

## Education

Bachelor's Of Science in Business Management - 2003 (UNIVERSITY OF ILLINOIS AT CHICAGO - Chicago, IL) Bachelor Of Arts in Political Science - (Bucknell University - Lewisburg, PA) BS in Business - (University Of Phoenix-Online Campus - Phoenix, AZ)