

ROBERT SMITH

Entrepreneur And Sole Proprietor

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

SUMMARY

Meticulous Entrepreneur And Sole Proprietor, who excels at juggling multiple tasks and working under pressure. Broad experience in office duties, client etiquette, and sales. Maintains a customer focused environment training employees to respond in a like manner. An effective individual, combined with an ability to excel in customer relations and management, can advance while contributing to organizational goals.

CORE COMPETENCIES

Excellent Phone Etiquette, Multi-line Phone Operation Proficiency, Computer-literate, Committed To Maintaining Data Integrity, Effective Managerial Techniques

PROFESSIONAL EXPERIENCE

Entrepreneur And Sole Proprietor

ABC Corporation - September 2015 – September 2018

Key Deliverables:

- Analyzed industry trends and compiled market research data to inform planning and strategy.
- Directed targeted marketing efforts that introduced new products and promoted product visibility.
- Developed, marketed and sold a full range of candle products, including artisan and custom requests.
- Managed business finances, including paying vendors and suppliers for products services rendered.
- Managed business finances, including paying vendors and suppliers for products services rendered.
- Optimized the website and the main company blog to boost traffic to the sites.
- Researched public perception of products and services and used information gathered to guide strategy development.

Sole Proprietor/Entrepreneur

ABC Corporation - June 2013 – November 2015

Key Deliverables:

- Assigned employees to specific duties to best meet the needs of the store.
- Instructed staff on appropriately handling difficult and complicated sales.
- Examined merchandise to verify that it was correctly priced and displayed.
- Increased profits through effective sales training and troubleshooting profit loss areas.
- Collaborated with co-leads to ensure the delivery of efficient, high-quality service.
- Provided coaching, mentoring, and consultation to staff to enhance staff development.
- Consistently received positive feedback from guests on performance reviews.

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EDUCATION

- BS in Business, Psychology, Sociology - 2012 (Sierra College - Rocklin, CA) LACO Sheriff's Academy, Grad in Law Enforcement - 1964(LACO Sheriff's Academy - Los Angeles, CA)