

ROBERT SMITH

Sr. Co-Founder

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

SUMMARY

To secure a Co-Founder position that will fully utilize interior design skills while problem solving, organizational, communication, operations, and customer service skills, to enhance the agency's product development by emphasizing quality, continuous improvement, and high performance.

CORE COMPETENCIES

Creative Direction, Art Direction, Concept Development, E-commerce, Branding, Identity, Adobe Creative Suite.

PROFESSIONAL EXPERIENCE

Sr. Co-Founder

ABC Corporation - October 2010 – January 2013

Key Deliverables:

- Developed operational policies for magazine.
- Performed management functions such as delegating work, interviewing and hiring employees, including volunteers, and conducting staff meetings with essential personnel.
- Established and reviewed performance standards, identifying training needs, implementing disciplinary action and performing other supervisory duties for 12 employees.
- Prepared all written products such as letters, memoranda, operational manuals and policy and all other correspondence for article preparation and fundraising events.
- Prepared contracts for contractor to design layouts for a 20-30 page spread and writing articles every 30 days.
- Hired contractor to design layouts for magazine.
- Analyzed and conducted market analysis to discover target market and demographic audience.

Co-Founder

Delta Corporation - 2005 – 2010

Key Deliverables:

- Developed and delivered unique content marketing and public relations business model showcasing business milestones using live video syndication with .
- Responsible for all marketing, business development, media relations and client relations; strategy and execution.
- Successfully penetrated the public relations agency sector as both a private-label channel partner and a competitor.
- We have also achieved steady growth in our client base of small-medium businesses.
- Business Consulting Firm Strategic Planning Process Optimization Business Development and Marketing Strategy Financial Optimization (Cost, Price, .
- Managed funds, expenditures, and all financial investments for the company Developed initial design contracts and concepts, along with the initial go .

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- Guided teams throughout the product development process, evaluating progress through weekly meetings Led a team to develop prototype and .

EDUCATION

- Bachelors in Business Administration - (Bowie State University - Bowie, MD)