

ROBERT ODIAN

odianrobert@gmail.com | 440-821-1830 | Cleveland, OH 44111

Summary

Results-oriented Business Manager bringing expertise in accounting, supply chain management and marketing. Successful at overseeing all areas of daily operations and making effective policy decisions that positively impact the direction and bottom line profits of the business.

Skills

- Issue and conflict resolution
- Capital improvement planning
- Employee motivation
- Operational oversight
- Data collection
- Staff training

Experience

Business Manager | Brunswick Dental LLC - Brunswick, OH | 12/2010 - Current

- Mitigated financial discrepancies to maintain company's good financial standing.
- Oversaw employee hiring, recruitment and training.
- Sourced and managed customer retention database and online appointment booking system.
- Performed bi-weekly payroll and coordinated record keeping.
- Automated office operations and managed client and employee correspondence, scheduling, record tracking and data communications.
- Managed day-to-day business operations.
- Interacted with customers and vendors with utmost professionalism to solve various problems.
- Optimized processes by collaborating with upper management to implement innovative technologies.
- Tracked financial data and completed reports detailing key metrics.

Education and Training

Bowling Green State University | Bowling Green, OH | 12/2006

Bachelor of Science: Economics

Websites, Portfolios, Profiles

- <https://github.com/Odianrobert>
- <https://www.linkedin.com/in/robert-odian-53ba7119b/>

Certifications

Full-Stack Web Development Boot Camp