

ROBERT SMITH

Project Manager/Sales Manager I

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SUMMARY

6 years of experience as a Sales Manager. Versatile Sales Manager with a broad array of skills in different fields seeking to better your company and me.

CORE COMPETENCIES

Microsoft Office, Accounts Payable, Accounts Receivable, Quality Assurance, Customer Service, Sales Management, Mechanic, Account Management, and Troubleshooting.

PROFESSIONAL EXPERIENCE

Project Manager/Sales Manager I

ABC Corporation - August 2016 – July 2018

Key Deliverables:

- Created sales reports for management staff, and used the data from reports to create sales forecasts.
- Also, prepare reports detailing a variety of conditions in the market to deliver to management.
- These reports provide management with options for various market conditions.
- Directly responsible for compiling data from sales and submitting a monthly report to the department of defense(dod).
- Analyze sales performance in light of sales goals, and identify areas of weakness the organization could address to improve sales and make recommendations for changes in sales techniques or promotional efforts to improve sales performance.
- Implemented a new invoicing system to streamline our inventory, sales and customer service endeavors.
- This counterpoint program has saved the company \$100k a year in manpower and warehouse efficiency.

Systems Manager

ABC Corporation - July 2012 – July 2016

Key Deliverables:

- I was responsible for all company-owned electronic devices; computers, laptops, tablets, gpss, phones, and or cell phones, ensuring all worked as intended and were safe and virus free.
- This includes installation of equipment and software, proper use/disposal and disconnect.
- I would monitor the use of any company-owned electronic devices and software which in times resulted in the need to address policy violations concerning company equipment and user behavior through disciplinary action, retraining, and follow-up.
- I would utilize the facility surveillance system to ensure the safety of the employees and our customers.

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- This would at times required the need to contact the authorities such as the police or the fire department and pose the need for evacuation or shelter.
- I played an intricate role in the developing of the GPS tracking system implemented on our fleet of vehicles.
- I would monitor the GPS devices on the company vehicles assuring the upper management that all drivers were in compliance with company and dot policies.

EDUCATION

- 10 Credit Hours Of General Studies - 2002(University Of Central Oklahoma Edmond - Edmond, OK)9 Hours Of General Studies - 2002(Seminole State College - Seminole, OK)High School Or Equivalent - 1999(Wewoka High School - Wewoka, OK)