

# ROBERT SMITH

## Assistant To Owner III

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Work directly with the owners, producers, and content artists to ensure all projects are completed on budget and on time - Write budget proposals, Communicate with clients in regards to project management timelines.

## EXPERIENCE

### Assistant To Owner III

#### ABC Corporation - FEBRUARY 2008 - APRIL 2012

- Opening and closing of both stores, Reconciling cash receipts and daily store reports.
- Running register and assisting customers.
- Taking care of artwork and assisting customers with art sales.
- Assisting with art shows, and interacting with the artist and potential clients.
- Daily cleaning and dusting of both stores.
- Folding and displaying merchandise, using suggestive selling to add on to customer purchases.
- Perform many secretarial duties, responsible for all the filing, bank deposits, a/p for router-man, and calling in hours to payroll.

### Assistant To Owner

#### Delta Corporation - 2005 - 2008

- Assisted owner in preparing and packaging work orders for customers  
Delivered orders to customers Purchased and picked up supplies  
Reviewed contracts .
- Spoke with and helped clients Cleaned carpets.
- Attending storage auctions on weekends; Going through lockers which we bought to find items of value for resale; Resale operations tracked .
- Posted items for resale on website and mobile app, OfferUp.com, tracked bids and selling items online; Delivered and collected cash for items sold.
- Invoicing, schedule appointments, send quotes for services Perform multitasking and telephone skills.
- Area - Primary objective was to assist the owners of the esteemed Video Production company Daddy Van Productions with emphasis on operations .
- This is Dummy Description data, Replace with job description relevant to your current role.



## EDUCATION

- Associates degree in Applied Science in Business Management - 2003(Wor-Wic Community College - Salisbury, MD)

## SKILLS

Management, culinary arts, nutritional advisor, surgical tech, hands-on wild life.