

# ROBERT SMITH

## Lead Business Manager

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

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### SUMMARY

Dynamic business professional highly effective at incorporating creative leadership skills to achieve business objectives. Directs projects that improve efficiency while meeting deadlines and budget requirements.

### CORE COMPETENCIES

Microsoft Office, Typing, Organizational, Computer, Communication

### PROFESSIONAL EXPERIENCE

#### Lead Business Manager

**ABC Corporation - April 2015 – Present**

##### Key Deliverables:

- Implemented standards and methods to measure the effectiveness of agency activities.
- Provided thorough supervision for day-to-day operations of the facility in accordance with set policies and guidelines.
- Developed and managed budget and revenue expectations while actively seeking ways to eliminate or reduce expenses.
- Consultant for hr department conducting investigations and giving direction to the department.
- Minimized staff turnover through appropriate selection, orientation, training, staff education, and development.
- Managed the day-to-day tactical and long-term strategic activities within the business.
- Maximized company revenue by implementing productivity benchmarks across all departments.

#### Director Of Human Resources

**ABC Corporation - April 2010 – April 2015**

##### Key Deliverables:

- Reviewed federal and state laws to confirm and enforce company compliance.
- Created organizational flow charts and career path reports evaluating employee compensation information.
- Addressed inquiries from employees and management regarding new-hire activity and ongoing employee relation issues.
- Facilitated monthly meetings to develop strategies that would positively influence workplace relationships.
- Processed all salary changes stemming from merit increases, promotions, bonuses, and pay adjustments.

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- Advised managers on organizational policy matters and recommend needed changes.
- Conducted new employee orientation to foster positive attitude toward organizational objectives.

### EDUCATION

Bachelors in Business Administration - (Shorter University - Rome, GA) Associates in Business - (Shorter University - Rome, GA)

