

Robert Smith

Chief Of Operations/Director

PERSONAL STATEMENT

To obtain gainful employment, which will offer me opportunities to learn new skills, and to use the skills and knowledge currently possess to contribute to the overall well-being of the company/client serve.

WORK EXPERIENCE

Chief Of Operations/Director

ABC Corporation - June 2011 - February 2012

Responsibilities:

- Creation of business processes. Assignment of Project Managers to projects.
- Oversee and guide Project Managers, and assist and advise them on their duties as necessary.
- Communication with other company departments to organize business operations.
- Employment of and communication with overseas development shops to create partnerships.
- Assignment of resources to projects Assist sales calls when technical information is needed.
- Ideation and consultation with clients on design and functional necessities for their projects.
- Technical writing of design specifications for mobile and web-based applications, including e-commerce sites, based upon client functional requirements.

Chief Of Operations

Delta Corporation - 2008 - 2011

Responsibilities:

- Coordinate the manufacture, design, web marketing, selling, and filming promotion of the product.
- Established overseas vendor relations to design, manufacture, and distribute game parts.
- Create new sales channels via E-commerce.
- Managed a staff of over 20 Military and 8 Civilians to support the Divisions operational requirements.
- Responsible for tracking and managing all ongoing operations within the division.
- Produced and reviewed all operational directives within the Division and developed plans and methods to meet all requirements and track progress in.
- Planned and executed the Division Redeployment operation and returned over 22,000 personnel from the Iraq Theater of Operations.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Computer : MS Office
Suite, Windows XP,
Windows.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

Education

High School Diploma - (Milton High School - Alpharetta, GA)