

# ROBERT SMITH

## Deputy Director Of Operations

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### SUMMARY

Accomplished and energetic hands-on Facilities Manager with a solid history of achievements in building operations, motivated leader with strong organizational and prioritization abilities, Spanish Speaking, friendly and enthusiastic with more than 10 years of experience in fast-paced ever-changing Non-Profit organization, able to learn new tasks quickly and proficient and represent establishment with friendly, professional demeanor at all times.

### SKILLS

Microsoft Office, Excel, Transportation Management System.

### WORK EXPERIENCE

#### Deputy Director Of Operations

ABC Corporation - June 2010 – July 2011

- Processed all donations made to the PAC.
- Managed a web-based database.
- Database contained potential staff, supporters, donors, and all money received in donations.
- Supported the Political Scheduler for Governor Barbour's speaking requests.
- Completed briefings for Governor Barbour out of state meetings.
- Contacted and obtained information from requestors regarding speaking engagements for Governor Barbour.
- Prepped for the potential Presidential campaign.

#### Deputy Director Of Operations

Delta Corporation - 2007 – 2010

- Daily operations of the campus facility and grounds Managed four departments with a staff of 35 employees Reviewed and approved weekly time cards and .
- In charge of Quality Assurance and Quality management of worldwide programs.
- Audit, analyze and review policies and procedures at every level to ensure regulatory compliance to federal, state, international and local laws.
- Oversaw all activities and staff of the company compliance to performance evaluations, coaching, training, promotion and discipline.
- Responsible for standardization of Torres policies, protocol and documentation.
- Leadership for operations of a large NATO advising organization supporting Operation Enduring Freedom in Kabul, Afghanistan.
- Assisted veterans in filing for Department of Veterans Administration Affairs compensation and disability benefits Developed strategic relationships .

## SCHOLASTICS

- Bachelor of Business Administration in General Business - (Mississippi State University)