

ROBERT SMITH

Deputy Director Of Operations

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Skilled educational professional experienced in leading teams, managing projects, and working collaboratively in an educational setting. Possess a background in academic and career advisement. Knowledgeable of employer workforce needs, and labor market trends. Acquainted with administrative and business principles of higher education including strategy development, budgeting, forecasting, and cost-containment.

EXPERIENCE

Deputy Director Of Operations

ABC Corporation - SEPTEMBER 2014 - OCTOBER 2015

- Supervised 9 K-12 education sites.
- Accountable for \$2 million in annual revenue.
- Oversaw day-to-day operations for 11 teachers, including census, paperwork submission, billing, and district communications.
- Increased efficiency by 30% by initiating training on document submission.
- Responsible for weekly monthly and weekly budget forecasts, and monitoring finances.
- Recouped \$18K in open balances within the first 90 days.
- Lead weekly leadership forum for directors in the division.

Deputy Director Of Operations

Delta Corporation - 2010 - 2014

- Managed all aspects of day to day operations Scheduling for average of 36 people.
- Prepare reports for organization, ensuring full compliance with agency requirements.
- Author professional correspondence to managers and supervisors.
- Conducted training sessions to maintain the latest techniques.
- Support the agency director in overall department administration and operational support of Department of Housing & Community Development (DHCD) and .
- Assisted veterans in filing for Department of Veterans Administration Affairs compensation and disability benefits Developed strategic relationships .
- And Contributions Managed unit training and readiness for 7,800 Soldiers; managed a \$54 million budget with a 22 person staff Developed annual .

EDUCATION

- Doctorate in Higher Education Administration - 2012(University of Phoenix - Phoenix, AZ)

SKILLS

Report Preparation, Written Correspondence, Computer Savvy, Scheduling Professional Presentation.