

Director Of Business Operations

ROBERT SMITH

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Objective

Business Operations Director will be responsible for management of the IT team, and the ongoing assessment, improvement, and integrations of all systems.

Skills

Microsoft Office Suite, Microsoft Visio, Adobe, Internet.

Work Experience

Director Of Business Operations

TCS Education System - October 2007 – 2020

- Handle and oversee office and project management, office administration, coordination of special events, board affairs, communication management, and supervision of clerical staff.
- Represent and attend to all tasks with the highest standards, utmost professionalism and attention to detail.
- Provided this same support to the CEO, Chief of Staff, SVP of Business Operations, and VP of Finance as well.
- Work with SVPs direct reports and other senior leaders as a resource to advance organizational priorities.
- Track the progress against such priorities, initiatives and projects and provide regular updates on project timelines to ensure action items are completed.
- Management of calendar and appointments, including group meetings, video/web calls and conference room arrangements.
- Coordinate and make arrangements for conferences, meetings and special events, including arranging international and domestic travel plans.

Director Of Business Operations

Delta Corporation - 2003 – 2007

- Seven direct reports and eventually eight additional indirect reports.
- Responsible for daily B2C operations of three branch offices and sales of telephone, cable, internet, security, and wireless products.
- Responsible for ensuring that all projects, tasks, and staff across the companys Business Operational activities are managed in a timely fashion.
- Conceived, designed and implemented all markets and SOP projects and oversaw their execution on a daily basis.
- Created and preserved strong relationships with a diverse group of clients, referrals sources, field staff employees, and co-workers to grow ours.
- Marketing Manager, Rochester Knighthawks Managed business and marketing team for the Rochester Knighthawks lacrosse club.
- Duties included advertising, profit/loss analysis, sales agendas and revenue generation.

Education

Bachelor of Arts - 2015(DeVry University)