

# Robert Smith

## Director Of Client Relations

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
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[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Microsoft Office, Social  
Media Marketing.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

## **PERSONAL STATEMENT**

Results-oriented, good team player with strong problem solving and time management skills seeking a position in an organization with a diverse population. Proficient in evaluating individuals and developing effective solutions for challenging behaviors.

## **WORK EXPERIENCE**

### ***Director Of Client Relations***

**Professional Civil Process - February 2014 - June 2017**

#### *Responsibilities:*

- Hold a position on the board of directors to provide direction and advice to help the corporation achieve its goals.
- Monitor financial planning and prepare budgets.
- Maintain professional and productive relationships with clients and resolve problems swiftly.
- Handle all incident reports for the company by investigating, updating clients of any findings, implementing new safeguards or procedures to minimize or eliminate the risk of occurrence.
- Create and present monthly and quarterly reports for clients and discuss areas of opportunity to increase performance.
- Negotiate, draft, and implement all client contracts.
- Coordinate, design, and set up over twenty different company trade shows and marketing events marketing towards the different clientele.

### ***Director Of Client Relations***

**Delta Corporation - 2013 - 2014**

#### *Responsibilities:*

- Personal Assistant to the President of the Company Streamlined operations with consolidating operations and negotiating competitive rates with .
- In charge of social media for all clients, fielded client and shareholder calls, edited marketing collaterals, processed press releases to the wire, .
- Worked directly with the CEO, CFO and clients.
- Producer promoted to manager to Director of Client Relations offering alternative small business loans Nationally.
- Combined downsized most of their staff.
- Responsible for recruiting, training and managing territory representatives in Orange County and San Diego markets.
- Bolster solid growth of company from the ground up, as well as leading preparation of proposals, designing and printing brochures, establishing and .

## Education

B.B.A. in Management - (McCoy College Of Business- Texas State University)