

# ROBERT SMITH

## First Assistant Director

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

---

### SUMMARY

Providing great customer service with a growing company. Assertive, self-motivated, goal-oriented, organized, and efficient. A team player, bringing enthusiasm and energy into group efforts.

### CORE COMPETENCIES

Organized, Communication, Multilingual, Team Player.

### PROFESSIONAL EXPERIENCE

#### First Assistant Director

**ABC Corporation - July 2015 – July 2015**

##### Key Deliverables:

- Demonstrate strong numerical and financial skills and an understanding of financial statements.
- Extensive experience in building financial models and valuing businesses using various methodologies, mainly DCF, precedent transactions, and traded comparable companies.
- Creative in the sourcing and use of information and able to make sensible assumptions where appropriate.
- Act as the main contact point for clients during the transaction process.
- Develop effective funding strategies for transactions and businesses.
- Manage sell-side and buy-side.
- Work with investors and corporate occupiers to appraise strategic real estate options.

#### First Assistant Director

**Delta Corporation - 2014 – 2015**

##### Key Deliverables:

- Demonstrate strong numerical and financial skills and an understanding of financial statements.
- Extensive experience in building financial models and valuing businesses using various methodologies, mainly DCF, precedent transactions, and traded comparable companies.
- Creative in the sourcing and use of information and able to make sensible assumptions where appropriate.
- Act as the main contact point for clients during the transaction process.
- Develop effective funding strategies for transactions and businesses.
- Manage sell-side and buy-side.
- Work with investors and corporate occupiers to appraise strategic real estate options.

# ROBERT SMITH

## First Assistant Director

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

---

### EDUCATION

BA in English - 2007(Otterbein College - Westerville, OH)

