

# Robert Smith

## *First Assistant Director*

### **CONTACT DETAILS**

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### **PERSONAL STATEMENT**

Seeks to obtain a permanent career that provides challenging assignments as well as growth opportunities that will motivate to contribute to the productivity of the company and further develop skills.

### **WORK EXPERIENCE**

#### ***First Assistant Director***

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

##### *Responsibilities:*

- Develop and use complex financial models and advise clients.
- Taking a leading role in managing Debt Advisory engagements.
- Review and sign off client project engagements and agreed outputs.
- Build and sustain excellent relationships with clients and lenders.
- Act as a representative to the firm and department at internal and external events.
- People management responsibilities covering resource planning and allocation, performance management, training and act as a mentor to team members, and provide coaching with a view to assisting them to achieve their personal career goals.
- Support Partners to develop the department strategy and play a leading role in business development and marketing initiatives.

#### ***First Assistant Director***

**Delta Corporation - 2014 - 2015**

##### *Responsibilities:*

- Develop and use complex financial models and advise clients.
- Taking a leading role in managing Debt Advisory engagements.
- Review and sign off client project engagements and agreed outputs.
- Build and sustain excellent relationships with clients and lenders.
- Act as a representative to the firm and department at internal and external events.
- People management responsibilities covering resource planning and allocation, performance management, training and act as a mentor to team members, and provide coaching with a view to assisting them to achieve their personal career goals.
- Support Partners to develop the department strategy and play a leading role in business development and marketing initiatives.

### **Education**

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

### **SKILLS**

Autocad, Microsoft Office, Technical Plan Execution, Fast Learner, Detail-Oriented, Organized, Communication, Multilingual, Team Player.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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