

# Robert Smith

## First Assistant Director

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## SUMMARY

Seeks to obtain a position that will utilize and challenge the professional skills and field experience that have been acquired, while offering positive growth and development within the organization.

## SKILLS

Computer literacy, Windows proficient, Microsoft Word, PowerPoint, and Excel. Bilingual.

## WORK EXPERIENCE

### First Assistant Director

ABC Corporation - July 2015 - July 2015

- Identify new project opportunities and meet revenue targets for Corporate Finance and the wider firm.
- Develop a clear understanding of firm products and deliver cross-selling opportunities.
- Lead multiple assignments and help develop the teams intellectual capital.
- Spearhead marketing efforts and build strong relationships with high-profile clients.
- Leading key client decision-makers in developing and executing their transaction strategy to secure deal value.
- Delivering a high degree of client satisfaction with the engagement process and deliverables and is able to drive additional and repeated engagements.
- Understanding EYs service offerings and actively identifies opportunities to improve client service.

### First Assistant Director

Delta Corporation - 2014 - 2015

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## EDUCATION

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