Robert Smith

Lead Operations Assistant Manager

CONTACT DETAILS

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PERSONAL STATEMENT

Performance-focused executive with MBA in Healthcare Management specializing in driving operations growth, building dynamic teams, creating strategic initiatives, and cultivating a strong company image with superior quality eager to offer solid leadership experience toward maximizing an ethical employer's bottom line.

WORK EXPERIENCE

Lead Operations Assistant Manager
ABC Corporation - January 2010 – September 2012

Responsibilities:

- Trained new employees.
- Operated and managed a team of at least 4 co-workers.
- Improved serving/waiting time by 20%.
- Effectively processed the receiving of shipments and transfers.
- Forecasted stock levels to ensure that sales goals were met.
- Communicated effectively with management regarding all issues regarding stock levels and execution of promotions.
- Responsible for conducting, scheduling and overseeing the Company safety program, the overseeing of cash audits, monthly building budgeting, and any other duties .

Operations Assistant Manager
Delta Corporation - 2009 – 2010

Responsibilities:

- Completed inventory cycles, locating and restoring property value to company Audited sales discrepancies to repair/prevent loss of profits due to .
- Responsible for total operations of the the store including front end, back end, service desk, in stock positioning and store profitability.
- Responsible for hiring, training, coaching and holding accountable all associates in those areas.
- Manage 8 Dental assistants, 4 Hygienists and 1 Central Sterile Tech Manage low census and dental assistant coverage for 4 dentists Complete and .
- Providing communication and services to clients and suite Handle all financials of suite operations, including invoice, payments, reports, and .
- Maintaining vendor contact and supply inventories.
- Opened the first Wal-Mart Neighborhood Market in the Nashville Area Supervised and scheduled one-hundred associates Responsible for all aspects of .

Education

MBA in MBA - Healthcare Management & HR Management - 2003(University of Phoenix - Jacksonville, FL)

SKILLS

Inventory Management, Labor Relations, Strategic Planning, Financial Management, Budget Control, Startups, And Process Improvement.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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