

## Objective

Entrepreneurial hard worker, quick learner, who possesses the ability to assume responsibility. Can take a leadership role, or work within a team setting easily. Competent in managing responsibilities within both job and volunteer settings.

## Skills

Sales Management, Sales, Analyst.

## Work Experience

### Co-Founder III

**ABC Corporation** - November 2012 – March 2014

- Opened September 2013 Business Creation and Management Co-developed the business from conception through completion of the main location in Maplewood.
- Helped write the business plan that was presented to financial institutions.
- Researched potential locations for the business.
- Negotiated small business loan through the Small Business Administration.
- Hired contractors to develop the retail space.
- Researched and acquired restaurant-grade equipment.
- Interviewed and hired kitchen and customer service staff.

### Co-Founder

**Delta Corporation** - 2011 – 2012

- Early development stages of an online qualitative research platform that helps multinational companies get fast, reliable feedback from Chinese .
- Applied Consulting and Management, Inc.
- was founded to provide capture management services to businesses both large and small.
- The company also directly serves the commercial and Federal Government communities with high quality engineering, management, and project controls .
- Kythe LLC is a company specializing in municipal financial management, analysis and utility rate design.
- As a company, we have a combined experience of over 20 years in municipal finance and includes performance management, budgeting, financial reporting,.
- We have created function specific software to help municipality work more efficiently in budgeting, utility rate design and management, and financial .

## Education

Bachelor of Science in Business Administration and Marketing Management - (Southeast Missouri State University - Cape Girardeau, MO)

# ROBERT SMITH

## Co-Founder

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**Phone:** (0123)-456-789

### SUMMARY

Experienced Office Manager/Co-Founder with wide breadth of knowledge; specifically focused in the areas of media relations, internal communications, speechwriting, and strategy development. Clients have ranged from large global corporations to start-ups and non-profit entities. Proven record of success in creating breakthrough strategy and process to achieve maximum results for clients. Recognized as an energetic and effective leader who consistently achieves winning performances.

### SKILLS

Administration. Great Computer And Customer Service, Creative Writing, Salesforce, Sales Management, Strategic Planning,

### WORK EXPERIENCE

#### Co-Founder

ABC Corporation - January 2003 – Present

- Founded a full-service boutique public relations and event management firm.
- Expanded company to two offices in Pittsburgh and Los Angeles with multiple employees, while optimizing productivity.
- Organized and built an infrastructure, which created a cohesive team environment to support sustained future growth for the agency.
- Developed strategic public relations campaigns for clients in various industries including higher education, banking, and non-profit.
- Developed initiatives for short and long-range strategies, as well as tactical implementation.
- Secured positive media coverage for clients in respected press outlets.
- Researched, planned and executed large-scale events for clients such as multi-day festivals, awards ceremonies, black-tie galas, and fundraisers.

#### Founder/CEO

ABC Corporation - July 2000 – June 2002

- Performed on-site inspections to ensure a high level of quality, safety, and efficiency are adhered to.
- Provided leadership to labor and sales team by demonstrating customer service and job site etiquette.
- Served as the public spokesperson for the organization, delivered presentations to various groups and manages media relations.
- Maximized the companys advertising efforts in order to gain additional editorial placements.
- Secured positive media coverage and pitched press releases on a weekly basis.
- Responded to industry analyst surveys and oversaw the companys case study program.
- This is Dummy Description data, Replace with job description relevant to your current role.

## SCHOLASTICS

- Education Management Corporation - 1995 (California State University)Ph.D. in Materials Physics - (Oregon State University)Business - August 2012(John Cabot University - Roma, Lazio)

# Robert Smith

## Co-Founder II

### PERSONAL STATEMENT

Dynamic brand builder with over 15 years experience in technology and service related industries. Passion for analytics and innovation are what drive me to consistently achieve positive results and exceed expectations.

### WORK EXPERIENCE

#### **Co-Founder II**

**CEO Stationery - April 2015 - 2020**

##### *Responsibilities:*

- Designed entire UX/UI, from concept to implementation, for both homepage and product builder page.
- Engineered both company website and product builder as "single-load"; webpages, or Single Page Applications (SPAs).
- Created all graphics, links, and icons using Paint.net, Inkscape and Blender.
- Wrote all CSS to create a responsive product, facilitating complete functionality on all devices and using today's most advanced CSS3 properties.
- Engineered a 3D web application, interactive elements and custom-scrolling functionality using only JavaScript and without the need for downloading add-on libraries that might create a "heavier" user experience on some mobile devices.
- Tested multiple JavaScript/CSS3 solutions for all interactions, measuring frame rates for each, and implementing the lightest of them all.
- Continually focused on cross-platform functionality and testing.

#### **Co-Founder**

**Delta Corporation - 2012 - 2015**

##### *Responsibilities:*

- Co-Founder and Editor at Tribe Magazine An online magazine for the modern day woman covering topics in Health & Fitness, Travel & Adventure, Food & .
- Co-Created all aspects of PBMunchies including creating a website, business plan, marketing plan and social media platforms Secured investment to .
- Game Design Software Development (Features and bug fixes) Marketing Accomplishments Designed, coded, and brought Word Grid Solver (an app that .
- Coded a beta version for a social media startup Secured 250K in the first round of funding.
- Development of hardware and software for next generation education and development platform.
- PicoClusters range in size from a few to hundreds of compute nodes and are used to learn and develop on Hadoop, ElasticSearch, Cassandra, and other .
- Demonstrated at Hadoop Summit 2015 and Consumer Electronics Show

### **CONTACT DETAILS**

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### **SKILLS**

Microsoft, Training & Development.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

(CES) 2016.

## Education

Associate's in Business Studies - (University of Alaska - Anchorage,  
AK)