

BRIAN SMITH, MBA

PROJECT MANAGER & BUSINESS ANALYST

PROFESSIONAL PROFILE

PROVEN BUSINESS LEADER offering experience in managing all aspects of operations, strategic planning, and internal and external projects. Provide innovative and practical solutions to address problems, weakness, and gaps in order to promote efficiencies, open new sales opportunities, and ensure regulatory compliance.

ASTUTE PROJECT & RESOURCE MANAGER leveraging strong interpersonal skills and business acumen to align talent and assets with project needs in order to promote successful delivery of projects while adhering to client requirements. Foster cross-department collaboration while supporting teams in achieving all operational objectives.

CLIENT CENTRIC ANALYST gathering and evaluating relevant data and information on trends to shape strategy and services, ensuring operations meet the needs of their customers. Provide solutions that enhance processes for internal and external clients, improving efficiencies and productivity of multibillion/million-dollar operations.

EDUCATION

MBA, Business and Administration (2012) – UNIVERSITY OF COLLEGE

Dissertation: "Find My Profession"

BA, Mathematics (2003) – UNIVERSITY OF COLLEGE

High School Diploma (1999?) – ABC HIGH SCHOOL

PROFESSIONAL OVERVIEW

ABC COMPANY | PARIS, FRANCE

JUNIOR BUSINESS ANALYST | 2018-PRESENT

Develop process flows and work instructions for current/future operations. Place and maintain company operations site for facility information and department staffing data.

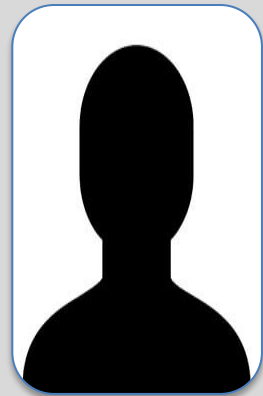
- Complete annual process reviews for all office procedures in order to identify and improve weak processes; meet with department heads and key users to develop processes that meet their operational needs.
- Collaborate with UAT team to perform testing and identify failures for documentation for IT.
- Built and currently maintain a Process Portal for the facility that contains all processes for both office and plant operations, including supply chain, quality management, and inbound/outbound procedures.
- Constructed a Work Instruction Library for training center and defined process for updates and maintenance; also, developed a physical and Internet-based Knowledge Center Library for training new hires.
- Defined a version strategy for ABC to house and catalog changes made to processes over time and for referral study to be used in change initiatives and continuous improvement efforts.
- Developed a method to adopt department information restrictions to limit system access to key users.

ABC COMPANY | PARIS, FRANCE

BUSINESS MANAGER (REMOTE) | 2015-PRESENT

Manage all aspects of business operations, including human resources, payroll, and account payable/receivable.

- Assist practice leadership in creating and using metrics to identify growth opportunities, define quality standards and goals for the operations, and implement cost-effective, high-return marketing strategies.
- Use QuickBooks to provide real-time accounting while ensuring accuracy/efficiency.



Contact Information

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Personal Profile

DOB: 01 / 02 / 1980

New York, NY, USA

Dual US & France

Citizenship

Fluent English & French

Areas of Expertise

Business Analysis
Risk Management
Reporting
Team Leadership
Project Management
Negotiations
Problem Solving
Budgeting
Scheduling
Procurement
Communications
Contract Management
Data Analysis
Strategic Planning
Agile/Scrum

Technical Skills

Tableau
Qlik
MySQL
Adobe
SAS JMP
MS Office

RONIN HEALTH, LTD. | CARY, NC**OWNER/GENERAL MANAGER** | 2015-2019

Led startup of a vending company that targeted schools, gyms, dance academies, and cheerleading camps to provide healthier snack and beverage alternatives for quick and easy purchase. Sold company for a profit in 2019.

- Promoted company to potential clients and negotiated contracts that gave a percentage of sales back to the client; managed a contract that reverted a percentage of sales to a school's lunch program.
- Managed procurement, distribution, and managing of stock to various locations.
- Developed plan-o-grams, product placement strategies, and negotiated machine placement with clients.
- Strategized and managed B2B and B2C networking and marketing and grew operation to 30 clientele.
- Oversaw payroll for nine employees and handled invoicing/reconciliation of monthly and annual financials.

ABC COMPANY | PARIS, FRANCE**MANAGING PARTNER** | 2016-2018

Created a database of small businesses and franchises in a 50-mile radius of key cities; cultivated relationships with multiple Chambers of Commerce, Regional Directors, and Lead Groups to facilitate partnership building.

- Facilitated meetings for members with key business leaders in their community; planned and hosted events that presented information on members to prospective clients across multiple industries.
- Opened new partnership opportunities to enable members to grow their business and increase revenue.

ABC COMPANY | PARIS, FRANCE**STORE GENERAL MANAGER** | 2005-2015

Directed 20+ team members in generating more than \$1M in annual store revenue. Provided recommendations to improve department, area, regional, and national processes and best practices. Oversaw the hiring and training of store personnel while managing multiple business projects simultaneously.

- Developed and drove adoption of solutions that positively impacted customer retention, enabled cost savings, created new business development opportunities, and enhanced product launch efforts.
- Coordinated efforts related to pricing, sales, and product distribution across multiple departments.
- Reviewed financial statements and sales/activity reports to identify areas for improvement and cost savings.
- Managed relationships with vendors to secure needed products and services within budget constraints.
- Identified solutions that reduced overstock and minimized product expiration, optimized merchandising efforts, improved employee productivity, and drove significant sales growth.
- Developed a technology training plan that helped minimize stockroom and supply issues.
- Prepared work schedules and assigned specific tasks to qualified team members.

CERTIFICATES & PROFESSIONAL DEVELOPMENT

- Certified Project Management Professional (In Progress)
- Project Management Certificate, College University
- Lean Six Sigma Green Belt (First in Class), ABC Community College
- Record of Invention, Creation of Immobilization Wrap, 3M

PROFESSIONAL & COMMUNITY ASSOCIATIONS

- **Easter Seals:** Helping employ and open opportunities for individuals with a wide-range of disabilities while instilling independence and self-esteem and worth; Participant, Spring 2005 to Fall 2015.
- **Lifetime Eagle Scout Member, Boy Scouts of America:** Providing leadership within the organization while working to create inclusion for all individuals regardless of race, gender, and sexual orientation.
- **Board Member/Property Manager, Condominium Association,** Paris, France
- **Member, Project Management International:** Project Management Certification in Progress.
- **Member, Council of Supply Chain Management**

PUBLICATIONS

- Smith M, Smith J, Brian J. Leadership Article. The American Journal of Medicine, 2018
- Smith M, Smith J, Brian J. Medical Article. Consultant, 53 (1), 52-53, 2013
- Smith M, Smith J, Brian J. Medical Education Article. Implementation Science, 2:24. 27, 2007
- Smith M, Smith J, Brian J. Leadership Article. The American Journal of The Medical Sciences, 329(6): 306- 309, 2005
- Smith M, Smith J, Brian J. Medical Article. South Med J. 95:1228-1229, 2002
- Smith M, Smith J, Brian J. Leadership Article. SSGIM Form. Vol.23 (1):5, 10, 2000
- Smith M, Smith J, Brian J. Medical Article. Medicine and Science in Sports and Exercise. Vol. 24. No. 7. pp 749-754, 1992

SELECT PRESENTATIONS

- Internal Medicine Grand Rounds ABC School of Medicine at College University, Clinical Pathological Conference Discussant; a 47-year Old Woman with Facial Pressure, 2018
- Population Health and ESRD Seamless Care Organization: ECU Nephrology Grand Rounds, 2018
- Population Health: An Introduction and Update of ABC Network, LLC; Invited Presentation; Physicians Leadership Institute ABC Health, New York, NY, 2018
- After the Match: Cultivating a Community of Support, Retention and Mentoring to Enhance Diversity. Workshop Presentation Alliance Skills and Leadership Conference, New York, NY, 2017
- Population Health and Accountable Care Organizations, Invited Presentation Teachers of Quality ABC School of Medicine New York, NY, 2017-2017
- PD's Get Your Suits On; Strategies for Partnering with the C-Suite. Invited Presentation Alliance of Academic Internal Medicine Week. Atlanta, GA, 2015

HOBBIES & PERSONAL INTERESTS

- Kayaking
- Hiking
- Skiing
- Reading
- Golf
- Basketball

REFERENCES

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