

Tom Smith

(415) 555-1234

1 Executive Place, San Francisco, CA 94115

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STRONG LEADERSHIP / CONSISTENT DELIVERY / RESULTS ORIENTED EXECUTIVE / COO

OBJECTIVE

Experienced leader in management, operations, sales, marketing, in-depth strategic planning, quality and process improvement, and revitalization or re-engineering of internal organization in diverse industries seeking to obtain a key senior management team position wherein all my experience, skills and knowledge can be focused and serve as an integral factor in building the firm and achieving its vision and goals.

PROFESSIONAL CAPABILITY OVERVIEW

Capable of successfully guiding large-scale change, instituting quality initiatives, targeting and seizing new business opportunities, maximizing people potential, as well as developing internal or independent business concepts and resources. Have full budgetary, P&L and financing experience, with proven ability to solve problems, improve sales performance, internal operations, and creative empowerment. Experienced in private and public debt and equity offerings, bank financing, as well as mergers and acquisitions. Skilled high-level negotiator and communicator, written or oral.

EXPERIENCE

ABC Security, Inc.

Menlo Park, CA

03/98-05/01

Chief Operating Officer

- Completely revamped senior management team, hiring a Director of Operations, Director of Financial Operations, HR Director, Legal/Regulatory Administrator and Director of Technical Services.
- Coordinated banking and lending support and presentations resulting in a \$30 million credit facility.
- Modified all accounting policies, including an audit to determine status and deficiencies of files.
- Set-up legal and regulatory compliance department for employees, licensing issues, corporate legal and tax status filings, and tariff filings and reporting.
- Created and implemented strategic plan for product expansion into ISPs and long distance providers.
- Project director for all contract acquisitions over \$1 million, which increased in volume by over 400%.
- Created project management tools, including PERT techniques, substantially improving process efficiency.

Golf Sporting Company

Atherton, CA

01/95-02/98

Chief Operating Officer

- Drove domestic sales growth 43% while doubling operating profit to reflect a 23% return on sales.
- Pioneered concept of a larger performance golf ball resulting in the most successful launch in the industry by selling 1,700,000 units in one year.
- Re-engineered research effort to shorten development times resulting in steady stream of new products.
- Developed innovative partnership agreements with target accounts, ensuring long-term business commitments and securing \$31 million in future revenues.
- Developed and managed \$46,000,000 budget with complete profit and loss responsibility.
- Principal architect of the company's current business plan and financial model for operations.
- Implemented a highly effective management incentive program, significantly improving employee morale, increasing productivity levels, and stimulating sales growth nationwide.

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Continued

Grove International

Santa Clara, CA

10/90-12/94

Executive Vice President

- Formulated and executed corporate communications and marketing plans, increasing company brand equity, Internet presences, and sales closures.
- Developed, sold and maintained executive level key account relationships to ensure ongoing product satisfaction and cultivated additional opportunities.
- Lowered marketing expenses by \$1.6 million while increasing corporate brand identity and revenues.
- Established the costing system, identified unprofitable products, and reviewed pricing, leading to increased profitability by \$41.2 million (32%) in six months.
- Set up a new reporting system insuring timely and accurate financial reports on a monthly basis to assist management in making timely and well arrived at decisions.

Midnight Partners

San Francisco, CA

11/87-10/90

Director of Finance

- Orchestrated \$2 billion budget process with five divisions and two staff members concluding in presentation to and approval by executive management.
- Prepared frequent financial updates including income statements, cash flows, and variance analysis on four credit card portfolios, allowing for timely responses to external and internal conditions.
- Developed and implemented sensitivity models analyzing finance charge yield.
- Successfully recommended portfolio re-pricing, resulting in \$2.1 million increase of revenue.
- Managed all aspects of general accounting functions, financial statement verification and settlement operations for commercial and government credit card portfolios.

Sunstar Payment Solutions

San Francisco, CA

09/85-09/87

Corporate Controller

- Developed policies and procedures improving operating efficiency and the delivery of timely and accurate financial information to senior management.
- Organized and supervised special projects such as implementation of new general ledger system utilized by Credit Card division.
- Supervised the preparation and reporting of financial and statistical information in compliance with GAAP and SEC requirements.
- Designed automated reconciliation system that reduced bank charges and labor cost.
- Responsible for S.E.C. filings, such as the 10-Q, 10-K, registration statements, and insider trading reporting.
- Recipient of Pinnacle Award for Outstanding Performance.

EDUCATION

Master of Business Administration

Harvard University - 1982

B.A. in Economics with emphasis on International Business

Georgetown University - 1978

References furnished upon request