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JANE SMITH

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PROFILE

A trilingual, proficient, and committed manager with international and domestic experience who served as the primary manager for multiple organizations from inception. More than 20 years of service dedicated to handling high volume, fast-paced environments.



EXPERIENCE

GENERAL MANAGER, IN. INC.; RIO DE JANEIRO - 1998-2008

Through hard work and devotion, a promotion from floor manager to general manager was swiftly earned. Adequate supervision and contribution to the venue's design, marketing, and appropriate equipment purchases led to more than a 35% increase in customer and staff count in just under one year of grand-opening. Serviced more than 2,000 customers nightly and managed nearly 500 staff members in a combined restaurant, hotel, casino, and night-club establishment.

DISTRICT MANAGER, SOFT INC.; LISBON PORTUGAL - 2008-2015

Lead software development team of 15 to a sale increase of more than 25% in less than one year. Proper negotiation with various hardware manufacturers, appropriate authorization issuance from industry authorities, participation in trade shows, and the allocation of products to local operators contributed to an additional 15% increase in sales by year two.

CEO, MY CEO; NEW YORK, NY. - 2015-2017

Through tough leadership and alternative direction, briefly revived a struggling salon start-up in a challenging market. Crafted creative and cost effective marketing alternatives to balance sunseting revenue categories. Negotiated vendor contracts which brought new services to a more focused customer base.

SKILLS/TRAINING

Verbal and written fluency in English, Portuguese, and Spanish languages. Mac and Windows proficiency. Well-versed in Microsoft office programs, Keynote, iMovie, Dreamweaver, Photoshop, Illustrator, and similar programs as well as HTML, CSS, PHP, and Objective C computer languages.

Strong ability to lead a team, while graciously allowing others to lead when appropriate. Motivated and trained to efficiently organize, plan, and prioritize tasks while excelling under pressure.



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