

Robert R. Smith

10170 11th street North, Saint Petersburg Florida 33716

727 -310-9047 RobertSmith@cisenergy.com

Mission Statement:

Offering vast knowledge of mortgage banking rules, regulations, Business Development, compliance Procedures, Energy Deregulation, utility rules of engagement and Key Office support. Dedicated to maintaining professionalism and integrity, at the highest level, accuracy, Strong customer Relationship skills, Practices due diligence, Strong interpersonal skills, Proficient In all Microsoft applications, Complex problem solving, Goal oriented, Self-sufficient, Positive Attitude, Cheerful demeanor, Team player, excellent work ethic, Risk management Assessments, Flexible and Superior Organization skills. Self-starter and punctual.

Director of Operations & Procurement 11/2014 to current

C.I.S. Energy, LLC.

2188 Chianti Pl. , STE 1014

Palm Harbor FL. 34683

Handles day to day operations including contract fulfillment, sales coaching and business development.

Creates and manages marketing materials to make them presentable and accurate.

Develops analysis for clients and covers them to ensure understanding. Overall focus on business development and refining of sales cycle processes.

Business Development Manager 10/2013 to 11/2014

Federal Energy Trust

Dr. Martin Luther King Jr St N Suite 325 St. Petersburg

FL, 33716

Prepared all new business aspects as required for the growth of the company Developed new policies and procedures for the company.

Programmed all data tracking policies for the business.

Developed networking and sharing capabilities for the computer management software. Increased net revenue for company which took company from infancy to fertile financial stability. Prepared all necessary sales tracing and tracking for the company and monitored the growth.

Implemented and secured all of the business relations with outside vendors.

Tracked progress of bank balances and deposits from various relations with suppliers. Provided operational support on ongoing daily basis as to ensure stability and growth. Implemented all training and sales force mandates as to promote credible associates. Developed and maintained detailed aging report for daily and monthly tracking.

Implemented Health and Dental Insurance thru major medical health insurer for company.

Was instrumental in securing large accounts which generated a net income stream of 45 thousand dollars per month this was secured within the first two months of accepting the position

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Senior Energy Procurement Manager 03/2012 to 10/2013 Vici

Marketing – 11515 66th St, Largo, FL 33773

Assigned tasks to associates, staffed projects, tracked progress and updated managers and clients as

Necessary. Increased credibility and client awareness by developing technical/nontechnical

Marketing And Presentations, public relations, campaigns, articles and newsletters.

Provided operational support for high-volume Energy Procurement Firm.

Developed analysis models to ensure Client benefit plans were met.

Accessed computerized financial information to answer questions related to specific accounts.

Reviewed files, records and other documents to obtain information and respond to public utility requests. Was instrumental in securing large accounts for the business creating a positive cash flow.

Mortgage Loan Processor 09/2010 to 02/2012

Mortgage Investors Corporation – 6090 central ave Saint Petersburg Fl. 33707

Credited for playing key role in generating over \$2 million per year in revenues.

Provided operational support for high-volume financial institution.

Accessed computerized financial information to answer questions related to specific accounts.

Reviewed files, records and other documents to obtain information and respond to requests.

Successfully closed an average of (7 > 9) loans per month.

Reviewed loan agreements to ensure accuracy.

Complied with regulatory requirements, including the Bank Secrecy Act, Anti Money Laundering, OFAC, USA Patriot Act, Privacy Act and Community Reinvestment Act.

Maintained strict confidentiality of bank records and client information.

Maintained friendly and professional customer interactions.

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Assistant Manager Loan processing dept. 03/2007 to 09/2010

Premier Mortgage Funding – 3001 EXECUTIVE DR Clearwater, FL33762

Maintained current loans and pricing information on the online banking website.

Compiled database of loan applicants credit histories, Personal and Corporate financial statements

Developed and maintained relationships with local real estate agents.

Accessed computerized financial information to answer questions related to specific accounts.

Maintained strict confidentiality of bank records and client information.

Maintained friendly and professional customer interactions. Reviewed all documents and loan agreements to ensure the highest in accuracy.

Complied with regulatory requirements, including the Bank Secrecy Act, Anti Money Laundering, OFAC, USA Patriot rules and regulations, Anti-Terrorism act.

Education: Accounting, Business Math and Computer Science Pace

University 1 Park Place New York, NY 100381988

References available upon request.

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