

DONALD G. SMITH  
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Career Objective: To be a Leader and Team Member for an outstanding organization where employees are passionate about coming to work every day to earn their customers' respect and business.

#### Professional Skills

- \* Proven ability to build and sustain relationships with customers based on competence, trust and respect.
- \* Superior project management skills and group facilitation skills.
- \* Strong oral, written and interpersonal communication skills.
- \* Solid strategic thinking, multi-tasking and organizational skills.
- \* Effective in defining and solving problems using good analytical decision-making skills.
- \* Visionary, good listener and driven by results.
- \* Proven ability to lead, direct and execute responsibilities to meet and exceed customer expectations.

#### Summary of Major Accomplishments

- \* Restructured corporate management and redefined corporate mission & customer focus strategies to change the direction of a company, which was headed for financial disaster.
- \* Created, developed and staffed two human resources departments for two companies.
- \* Planned, directed and coordinated projects to assure that goals are accomplished within budget and on time. Some of the projects included: acquiring property, erecting buildings and installing production equipment.
- \* Developed and prepared proposals with cost estimates & schedules to potential clients in securing contracts.
- \* Negotiated and secured contracts with 20 clients to provide computer hardware and software services.
- \* Organized and established a dealer franchise marketing network in a five-state territory by prospecting, recruiting, hiring and training over 40 independent producers.
- \* Initiated and prepared financial reports, budgets and cost analyses to enhance decision-making process to achieve win-win results.

\* Developed and implemented methods for computerized accounting and management tasks.

\* Established corporate communications and public relations responsibilities and served as company spokesperson to share information using public media, bulletins, newsletters and e-mail.

\* Planned, organized and facilitated annual meetings for membership, strategic planning conferences for Board members and executive staff, and training workshops for employees. Group size ranged from five to 1,200.

#### Employment History

Hood Company, Inc. Cedar Rapids, IA  
2001 to Present

##### Chief Executive Officer

Responsible for overall operations and management of the activities in all departments.

Responsible for implementation and coordination of a company-wide safety program.

Responsible for serving as the System Administrator for the computer operations at all company locations.

Country Company, Anytown, SD  
1999 to 2001

##### Chief Financial Officer

Directed corporate activities to promote the professional image of this private company, which had experienced little-to-no growth in the last four years.

Responsible for reporting the financial position and other issues impacting the company's stability & growth to the four owners who are the Board of Directors and provided them with expertise to make decisions on future organizational structures, asset purchases, budgeting, human resources, strategic planning, customer service, business development, operations, marketing & sales, communications and administrative services.

Responsible for appraisal & assessment of the business climate & recommend changes to improve efficiencies.

Iowa Non Profit, Iowa City, IA  
1996 to 1999

##### Associate Director - Administration

Directed and managed financial activities, contract negotiations, human resources functions, administrative services, corporate communications, public relations and customer service for this newly established and growing government contractor non-profit company.

Responsible for market research and development, strategic planning, and business development.

Responsible for negotiations securing government contracts specializing in Fellowship Programs.

ACME Corporation, Des Moines, IA  
1987 to 1996

Executive Vice President - Administration

Directed and managed financial activities, human resources functions, administrative services, corporate communications, public relations, customer service and information technology.

Responsible for e-business research and development, strategic planning, and business development.

Directed policy administration for the company with 140 employees located at twenty (20) locations generating annual sales over \$100 million.

ACME Company, Sioux City, IA  
1982 to 1987

Chief Financial Officer and Assistant General Manager

Directed and managed financial activities, human resources functions, safety and regulatory compliance programs, administrative services, public relations and information technology.

Acted as person in charge in the absence of the CEO/General Manager for the company with annual sales over \$150 million generated by 200 employees located at seventeen (17) locations.

Responsible for strategic planning, policy administration, location operations and corporate communications.

Education

MBA, Iowa University, Des Moines, Iowa

B.S. in Business Administration, Iowa University, Des Moines, Iowa