







David Robinson

Results-driven Chief Administrative Officer with 10+ years of experience in overseeing all administrative functions, implementing corporate strategies, and improving organizational performance. Expertise in leading cross-functional teams and managing large-scale operations across diverse industries.

CONTACT

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EDUCATION

Master of Business Administration
(MBA)
Harvard Business School, Boston, MA
May 2010

KEY SKILLS

- Strategic Planning
- Team Leadership
- Operations Management
- Vendor Negotiation
- Digital Transformation

PROFESSIONAL EXPERIENCE

Chief Administrative Officer | July 2016 - Present NorthBridge Solutions, Boston, MA

- Lead a team of 35 administrative professionals, managing operations for multiple departments, including HR, finance, and marketing.
- Collaborated with senior leadership to develop strategic goals that resulted in a 15% increase in operational efficiency over 3 years.
- Introduced a company-wide digital transition strategy, reducing paper-based processes by 40% and saving \$250,000 annually.
- Oversee all vendor contracts and negotiations, leading to a 20% reduction in office-related costs.

Administrative Manager | February 2010 - June 2016 Peak Performance Ltd., Boston, MA

- Managed office operations and supported department heads in administrative tasks, including budget tracking and personnel management.
- Successfully implemented office-wide process improvements, which reduced work duplication and increased department productivity by 18%.
- Coordinated office events, conferences, and annual meetings, managing logistics and vendor relations.