



# Michael Roberts

Experienced Chief Administrative Officer (CAO) with over 15 years of leadership experience in managing corporate operations, budgeting, and strategic planning. Skilled in optimizing business processes and leading administrative functions that align with organizational goals.

## CONTACT

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 LinkedIn | Portfolio

 Houston, TX 77001

## KEY SKILLS

- Strategic Planning
- Budgeting & Cost Reduction
- Process Improvement
- Team Leadership
- Vendor Management

## PROFESSIONAL EXPERIENCE

**Chief Administrative Officer** | SkyTech Innovations, Houston, TX | April 2015 – Present

- Lead and oversee all administrative functions for a \$50M technology company with 500+ employees.
- Streamlined internal processes, reducing operational costs by 18% over three years.
- Developed and implemented a company-wide remote work policy, which increased employee satisfaction by 25%.
- Collaborated with senior leadership to develop strategic goals and ensure the alignment of administrative functions with corporate objectives.

**Director of Operations** | Horizon Technologies, Houston, TX | February 2010 – March 2015

- Directed all administrative operations, including human resources, facilities management, and business administration for a growing tech company.
- Managed a team of 30+ administrative staff and implemented new training programs that improved employee performance by 20%.
- Improved budgeting processes and cut operational costs by 12% by negotiating vendor contracts and streamlining office supply procurement.

## EDUCATION

**Master of Business Administration (MBA)**  
University of Texas, Austin, TX | May 2010