**ROBERT EDWARD NORKUS**

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Bensalem, PA 19020

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**QUALIFICATIONS SUMMARY**

Experienced and confident executive with a background in administration, operations

and management of a wide variety of business disciplines. Developed an abundance of adaptive skills and life experiences throughout my career to include: flexibility, leadership, patience, responsibility, maturity, integrity, decisiveness, commitment, enthusiasm and emotional intelligence.

**RELEVANT SKILLS**

**Attitude –** Ongoingpositive attitude influences coworkers to improve their

performance and productivity and contributes to a healthy workplace culture.

**Interpersonal** – Possess excellent verbal, listening, written, and negotiation skills. Articulate and persuasive speaker. Proven problem solving and decision making abilities.

**Leadership –** Display natural and decisive leadership abilities coupled with understanding and motivating people. Conceptual abilities – able to see the larger picture. Experienced at developing a workplace culture which attributes to successful outcomes and sustainability.

**Project Management –** Experienced in managing projects by designing schedules, assessing risks, recruiting team members, monitoring staff, budgeting and tracking progress. Highly organized in all facets of work functions.

**Social Media Literacy –** Have effectively developed web sites with Facebook,

Pinterest, Twitter, Instagram and Weebly for business purposes.

**WORK HISTORY**

**US Navy** – **SOSUS** - Communications/Cryptography – Antigua BWI, Eleuthera Bahamas

**Garden State Grocers** – Owner/Operator Supermarket Chain & Fast Food Restaurant

**Leadership Consultant** – Clients included – Mercedes Benz, Exelon and Chester County.

**Genesis Healthcare** – Business Manager – Kennett Square, PA

**N2 Publications** – Publisher of Gladwyne Living – A neighborhood social publication.

**COMPUTER & TECHNOLOGY SKILLS**

Microsoft Office – Quickbooks and a wide variety of applications.

Fluent with Internet, Email and other internal and external platforms.

Expert on PC and IOS systems.

**EDUCATION**

High School Graduate