

Robert Smith

Sr. Construction Contractor

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

PERSONAL STATEMENT

To obtain a Construction Contractor position where current skills can be perfected and have an opportunity to obtain new ones.

WORK EXPERIENCE

Sr. Construction Contractor

ABC Corporation - 2014 - 2015

Responsibilities:

- Review vendor pricing and contracts for competitiveness.
- Manage multiple bank accounts and reconciliation.
- Interact with rental agents and renters.
- Resolve issues with properties.
- Liaison with HOA with renter issues.
- Prepare and stage new houses for open house dates and interact with realtors.
- Install and service all major heating, cooling, and household appliances.

Construction Contractor

Delta Corporation - 2002 - 2005

Responsibilities:

- Office Manager Developed and maintained excellent working relationships with Fortune 500 building corporations and corporate A/P departments.
- Improved cash flow with rapid invoice turnover negotiated with various AP departments.
- Financial management and analysis.
- Prepared financial statements Tax preparation Quarterly Taxes, W-2s, Sales Tax.
- Asset tracking.
- Assist CPA with Year End taxes.
- HR functions - Hiring, orientation, background checks.

Education

Certification in HUD-Grace Hill - (Aveta Business Institute)

SKILLS

Supervisor, Excel, Word, Inventory Control, Quality Control, Forklift Operator, Construction, Warehouse Management, Shipping And Receiving.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)