

# Robert Smith

## Assistant Business Administrator

### PERSONAL STATEMENT

Professional individual that is self-disciplined, well-organized, and versed in many areas of management, accounting, marketing, administrative, sales, and customer service. Detail-oriented employee with great communication skills. Multi-Tasker Problem-Solver Self-Starter Dependable People-Oriented Motivated /Team Player Organizational Skills Quick Learner.

### WORK EXPERIENCE

#### **Assistant Business Administrator**

**SmartFox Solutions Inc - February 2014 - 2019**

##### *Responsibilities:*

- Manage daily operations of the company which specializes in Network Security, Telephone Systems, Consulting and Cloud Services, residential and commercial surveillance and security as well as network design.
- Supervise and schedule a team of IT Technicians and installers.
- Effectively schedule scope of work to be done on a daily basis, dispatch, and follow job through completion of the project.
- Manage weekly payroll sheets and employee attendance tracking.
- Maintain customer database and company records.
- Responsible for daily deposits, business correspondence and communication with vendors.
- Tracking of job costs and materials.

#### **Business Administrator**

**ABC Corporation - 2013 - 2014**

##### *Responsibilities:*

- Provided bookkeeping/accounting for parochial school and daycare
- Prepared and monitored multiple Budgets
- Updated and maintained accounts payable and receivable
- Coordinated and directed the preparation of the budget and financial forecasts; upgraded system from manual to Quick Books and Excel database
- Maintained all banking relationship and controls over cash
- Wrote and had funded multiple grants for school and daycare and reviewed gifts and grants received to insure proper accounting and reporting
- Worked with all school staff and volunteers to develop and organize all special events and fundraising.

### Education

Business Administration - (University of South Alabama - Mobile, AL)

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Management  
Experience, Business  
Administraion,  
Admin/office, Sales,  
Sales, Customer Service,  
Customer Service.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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