

# ROBERT SMITH

## Business Specialist III

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Obtain full time employment in the field of Substance Abuse Counseling with programs in education, relapse prevention, substance abuse, primary care and continuing care in a confidential and pleasant environment.

## EXPERIENCE

### Business Specialist III

#### ABC Corporation - 1992 - 1998

- Primarily responsible for reviewing and processing of programs.
- Worked many programs Cluster Sentinel BGPHEs Reviewed and coordination with program managers and subcontractors.
- Performed multitude of professional planning tasks and related administrative general knowledge of fiscal, financial and budgetary analysis responsibilities and communicated budget concerns with other business specialists.
- Ability to analyze and interpret funding availability, cost patterns, research findings and operating results and forecasts.
- Provided analytical and financial support for internal programs, reviewed and reconciled payroll data, analyzed and balanced contract budget and billing costs with the general ledger utilizing Excel and Lotus software applications.
- Maintained planning, forecasting and execution data for government funded programs.
- Numerous program and contract deadlines were met.

### Business Specialist

#### ABC Corporation - 1987 - 1992

- 239) 533-5000 Provided technical support to individuals within the Clerk of Court including assisting with and solving a variety of computer and software related issues.
- Logged, prioritized, escalated and coordinated/assisted internal IT (TSD) department as needed.
- Designed, created, and maintained various forms, documentation, and training material applying to the Case Management Software, internal SharePoint website, and external public website in order to facilitate the needs of the Civil department.
- Created various database queries using Oracle Business Intelligence to assist the Judiciary and the Civil department as necessary.
- Assisted in the evaluation and testing of new software and updates prior to department wide implementation.
- Responsible for managing projects including the coordination, dissemination, training, and follow-up with multiple individuals.

- Ensured success of ongoing projects by actively monitoring deadlines and meeting all necessary goals/expectations..

## **EDUCATION**

- General - (Northern Virginia Community College - Alexandria, VA)

## **SKILLS**

Microsoft Office, Edi, Quickbooks, CRM, Adobe InDesign,.