

ROBERT SMITH

Business Services Manager III

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Well-rounded senior manager that has held several positions within the organization that include, but not limited to Manufacturing Manager, Human Resources, Business Services & Production Control Manager and Industrial Engineer Manager.

2009 - 2020

BUSINESS SERVICES MANAGER III - GLOBAL COMMUNICATION, DOCUMENT CONTROL, TRAINING (NHO)

- Worked to ensure standardization for all levels of the workforce.
- Designated auditee for SOX and other corporate audits.
- Responsible for implementation of automated systems and communication boards.
- Point-of-contact for all new system/software integration from company merger.
- Collaborated with other business structures within the company while building and sustaining strong relationships.
- Program manager for major cost reduction initiative.
- Charged with overseeing company expenses outside of normal operating cost.

1998 - 2002

BUSINESS SERVICES MANAGER - DELTA CORPORATION

- Planned merit increases, bonuses and stock options.
- Oversaw entire credit union commercial lending portfolio.
- Managed personal commercial loan portfolio exceeding \$20MM and ensured commercial loan portfolio.
- Performed daily Bookkeeping services which included recording receipts, appropriately coding them to the correct accounts, paying all bills when due.
- Invoiced clients and kept track of aging by sending out statements, and making collection calls when necessary.
- Helped other departments by perform their duties such as scheduling jobs for the Court Reporters, and putting together transcripts.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Bachelor of Science in Business Administration - (Colorado Technical University)

SKILLS

Administrative, Manager, Healthcare, Scheduling, Real Estate.