

ROBERT SMITH

Associate Interim Executive Director

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Conducts projects or studies designed to eliminate major barriers to equal employment opportunity within MSC worldwide that has a major impact on the equal employment opportunity of persons covered by-laws or policies.

OCTOBER 2010 - OCTOBER 2013

ASSOCIATE INTERIM EXECUTIVE DIRECTOR - ABC CORPORATION

- Successfully brought financial process in-house and implemented electronic medical records system.
- Interviewed, trained and managed staff Oversee facility maintenance, assets management and all computer and technical resources.
- Managed account payables and account receivables.
- Responsible for all W2s, payroll and payroll taxes.
- Oversaw the annual fiscal audit and assist with budgets.
- Negotiated contracts with vendors.
- Researched, negotiated and implemented new high speed T1 communication line, VOIP telephone system and computer server.

2006 - 2010

INTERIM EXECUTIVE DIRECTOR - DELTA CORPORATION

- Served as chief executive for this countywide port district involved in marine terminals, industrial development, airports and marinas.
- Significant developments during my tenure include Successful cleanup of a 12-acre former plywood plant, now poised for redevelopment as a center for .
- Office Manager Sun Bridge of Elizabethtown Maintained system of financial record keeping Prepared financial statements and report of financial.
- Responsible for day-to-day operations of a four-member team.
- Maintain/develop relationships with government, private and non-profit institutions Oversaw program reduction as organization went through a.
- Responsible for project management of community projects Lead strategic planning retreats for program improvement Community outreach and beneficiary.
- Construction of new municipal water system for 150+ households Educational infrastructure development (2 classrooms).

EDUCATION

B.A in Nonprofit/Small Business Administration - (Metropolitan State University)

SKILLS

Financial Management, Budget Management, Strategic Planning, System Administration.