

ROBERT SMITH

Business Operations Specialist I

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SUMMARY

Accomplished and independent Executive Administrative Specialist with long-standing and diverse experience working throughout a multitude of office and executive industries and capacities.

SKILLS

Management Experience, Business Operations Specialist, Administrative Assistant, Supervisor, Type 60 Wpm, Microsoft Office.

WORK EXPERIENCE

Business Operations Specialist I

ABC Corporation - October 2013 – September 2015

- Responsible for processing Workers Compensation Medical Bills efficiently in the WeQ database while maintaining 100% accuracy.
- Maintained good customer relations with other businesses and outside vendors as needed, as well as assisting team members with queries for help or training as needed.
- Responsible for organizing, scrutinizing and printing over 500 daily department bills for accuracy and ensuring their transmission via mail, fax, and electronically within first 90 days of employment.
- Selected by management within first 6 months of hire to work on the new Proof of Concept Medicare project.
- Due to becoming a subject matter expert for Medicare, assisted with developing initiatives, training materials, exercises and Standard Operating Procedures for future trainees.
- Recognized by management for my dedication due to consistently meeting department metrics goals while continually adding value to the team and the organization outside of the core requirements.
- Able to manage and delegate workload to others if needed, while volunteering to participate or head professional and team building committees.

Business Operations Specialist

TG TRADING CORP - 2010 – 2013

- Prepare financial reporting, accounting, billing, collections, payroll, and budgeting duties.
- Provide assistance to other organizational units regarding accounting and budgeting policies and procedures and efficient control and utilization of financial resources.
- Support the financial planning, budgeting, procurement, or investment activities Monitored financial activities and details.
- Develop internal control policies, guidelines, and procedures for activities such as budget administration, cash and credit management, and accounting.
- Analyze the financial details of past, present, and expected operations to identify development opportunities and areas where improvement is needed.

- Maintain current knowledge of organizational policies and procedures and current accounting standards.
- Evaluate needs for procurement of funds and investment of surpluses and make appropriate recommendations..

SCHOLASTICS

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