

# ROBERT SMITH

## Department Business Administrator

**E-mail:** info@qwikresumc.com

**Phone:** (0123)-456-789

### SUMMARY

Energetic administrative professional with 7 years of experience in complete company operations. Strong technical acumen with a leading computer set-up control engineer, manufacturer and distributor, seeking a position working within a fast-paced office environment where a proven ability to wear different hats and assume responsibility for daily business operations will be of value.

### SKILLS

**SKILLS & ABILITIES** Strong organizational skills Active listening skills Sharp problem solver Courteous demeanor Energetic work attitude Telecommunication skills Adaptive team player Multitasking Clerical skills Customer service skills Knowledge of MS Office.

### WORK EXPERIENCE

#### Department Business Administrator

ABC Corporation - November 1995 – February 2000

- Responsible for day-to-day operations for the engineering and manufacturing of computerized axis setup control systems which are used in the corrugated packaging converting market.
- Coordinated the sales order technical specifications and pricing of product with domestic and foreign sales agents, end user customers and OEMs as well as coordinated installation and field service scheduling including domestic and international travel arrangements.
- Performed all purchasing and material scheduling required by company sales activity and maintain control of raw material and spare parts inventory.
- Scheduled shipments of finished systems and spare parts domestically/internationally.
- Directed year-end inventory, monthly cycle counts of frequently used purchased/fabricated parts.
- Prepared quarterly accounting/sales reports, monthly financial statements, WIP, invoicing and project costing reports.
- Maintained company in compliance with state and federal tax obligations.

#### Business Administrator

ABC Corporation - 1993 – 1995

- Prestonwood continues to be one of the fastest-growing mega churches in North America
- In 1996, the organization had more than \$19M in annual receipts, over 18,000 members and 120 employees
- Responsibilities Responsible for all financial aspects of the organization, including budgeting, cash flow, fund raising, financial reporting, annual outside GAAP audit
- Responsible for the supervision, interviewing, testing, hiring and termination for the following areas in the organization Finance, Computer Operations, Property Operations, Food Services, Secretarial Staff, Reception Areas, Mail and Copy Center

- Collaborated with the executive staff and committees in leading and planning the direction and growth of the organization
- Administered benefits and insurance for the organization
- Responsible for overseeing the purchase of land for future expansion.

## SCHOLASTICS

- Business - September 1978(Camden County College - Business/Accounting)