

# Robert Smith

## *Business Administrator/Assistant Director*

### **CONTACT DETAILS**

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### **PERSONAL STATEMENT**

Professional Business Administrator with a comprehensive knowledge of payables receivables office administration and human resources. Proficient in computer productivity software departmental budgeting procedures and general management skills. Possesses a strong understanding of the relationship between office personnel and the necessary tools for maximum productivity.

### **WORK EXPERIENCE**

#### ***Business Administrator/Assistant Director*** **Building Company No - December 2013 - 2019**

##### *Responsibilities:*

- Coordinated sales and production of new business.
- Liaison between all internal operations and outside Territory Sales Managers.
- Maintained financial data to provide accurate analysis on a weekly basis.
- Created and distributed requested quotes and contracts for new business to territory sales managers.
- Maintained job files and log book for all installation jobs.
- Reviewed new orders for complete costs and price accuracy.
- Scheduled all new orders in Production to meet customers expected delivery dates.

#### ***Business Administrator*** **Bear Communications, LLC - 2008 - 2013**

##### *Responsibilities:*

- May 6, 2013 to Current Started out as the Executive Assistant to the CEO/Owner of one of the largest communication companies in the Midwest in a wide variety of special projects in many facets of the company
- As we quickly grew, I created company forms, project trackers, financial reports and many other company documents, contracts & processes
- Quickly promoted to OSP Billing Manager
- Responsibilities included assisting with the Google Fiber Project, working directly with Google Fiber management on new processes, working with Project Managers, managed a team for invoicing of both A/R & A/P, variety of financial reporting, contractor relations, data base & spreadsheet creations, asset purchases & tracking, national fleet vehicle & fuel tracking and many other duties as needed
- Later added on Contracts Administration handling state licensing, setting up with the various Secretary of State offices, subcontractor relations, assist with multi-million dollar RFPs and more
- Became involved in HR recruiting, as well as finance for weekly reports for upper management and work on P&L and budgets
- Involved in so many aspects and departments, I became the Corporate Business Administrator.

### **SKILLS**

Quickbooks, Microsoft Office, Customer Service, Bookkeeping.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

## **Education**

BS in Marketing and Management - (MILLERSVILLE UNIVERSITY -  
Millersville, PA)