

Business Administrator

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
[linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)
Address: 1737 Marshville Road,
Alabama.

Objective

To secure a career opportunity utilizing my Management, Customer Relationship, Organization and Communications skills to the benefit of customer retention and business growth. I am Goal and results oriented; a Cross-functional team-builder and Dedicated problem solver with solid follow-through. Dependable and an Exceptional public speaker and meeting facilitator; especially for presentations and webinars.

Skills

Mediation & Conflict Resolution, Montgomery County Mediation Center, Norristown, PA - 2000.

Work Experience

Business Administrator

FBCJ - June 2010 - 2019

- Manage daily Business Operations, Administrative Services; including Technology, CRM and website content for CEO.
- Ensure effective functionality of Technology, Operations and Human Resources.
- Analyzed and advised management on effectiveness of policy and procedure and made recommendations.
- Create complex project plans, managed simultaneously with risk assessments.
- Maintain a Corporate calendar of events.
- Identify staffing resources, work plans and schedules.
- Negotiate contracts and Manage Travel arrangements for personnel and project subcontractors.

Business Administrator

ABC Corporation - 2008 - 2010

- Oversee and verify the work of staff
- Provide sales and quotes to potential customers
- Monitor incoming emails and answer or forward as required
- Reduced and controlled expenses by improving resource allocation
- Scanning shipped invoices and type documents including correspondences
- Monitor and maintain office supplies/inventory
- Perform work related errands as requested dropping off items at post office and FedEx.

Education

Bachelor's in Business Administration - 2014(Rowan University - Sewell, NJ)