

ROBERT SMITH

Business Administrator/Accountant

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

An accomplished administrative professional with over 10 years of business administration and office management experience. Great organizational skills with a strong emphasis on customer service. Extensive experience in working with small businesses to develop protocols and processes that lead to fiscal stability and success.

CORE COMPETENCIES

Microsoft Office- Word, Excel, and PowerPoint, Microsoft.

PROFESSIONAL EXPERIENCE

Business Administrator/Accountant

Building Company No - December 2013 – 2019

Key Deliverables:

- Processed all Accounts Receivable/Accounts Payable.
- Tracking client specified project funds for each incoming/outgoing transaction.
- Prepared estimates, invoices, contracts and payment schedules for clients.
- Effectively communicating information regarding all financial aspects of their project.
- Systemized tracking for incoming leads including follow up and coordinating consultation appointments to be shared between multiple Project Managers.
- Timely reconciliation for all general ledgers including bank accounts and multiple supplier accounts.
- Created and maintained accurate, detailed client files with material selections and supplier and installation information for warranty and job cost information.

Business Administrator

ABC Corporation - 2009 – 2013

Key Deliverables:

- Skilled in handling the public with professionalism and sensitivity
- Provided outreach and crisis intervention to those in need for food and clothing through our outreach programs
- Assisted clients with accessing community resources through a listing of resources by referring them
- Also worked as Human Resource Manager by following local, state, and federal laws for a 501c3 organization
- Also ran the payroll for all employees of the church
- Developed and monitored a Purchase Order System for the church
- Managed a 1 million dollar budget and report to the church board monthly.

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EDUCATION

Accounting - (Superior School of Real Estate)

