

Robert Smith

Regional Business Manager II

PERSONAL STATEMENT

Development of policies and controls Process improvement Financial reporting and analysis Budget startups System conversion of large databases accounts restructuring Development of business financial models.

WORK EXPERIENCE

Regional Business Manager II

ABC Corporation - August 2001 - April 2003

Responsibilities:

- Responsible for the fiscal administration of the company including financial analysis and reporting.
- Worked closely with the Regional President of Operations to achieve the regions goals.
- Responsible for establishing the necessary policies and procedures for billing and receivables tracking systems to maximize collection.
- Contributed to the development and implementation of strategic plans for the region.
- Participated in new business opportunities and directed the building of the regions financial management team.
- Responsible for the hiring, supervision, and performance planning of the Accounting Managers in four states.
- Oversight of the regions budgeting and re-forecasting requirements.

Regional Business Manager II

ABC Corporation - 1996 - 2001

Responsibilities:

- Held dual role for this Home Healthcare Agency.
- Supervised Office Managers and Receptionists across multiple office locations.
- Administered accounts payable/receivable, garnishments, bi-weekly payroll of approximately \$100K for over 300 employees, and billing for Medicare/Medicaid/Insurance Companies.
- Audited client accounts on a weekly basis and followed up on delinquent accounts.
- Managed vendors and cultivated client relationships.
- Selected to partner with CEO to implement cost-cutting measures and identify new business opportunities.
- Successfully generated/managed \$60-\$80K in weekly billings/invoices to 3rd party insurance companies..

Education

MS

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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SKILLS

Ms. Word, MS Office,
Outlook, Office: Word,
Powerpoint, Photoshop,
Photography, Sales,
Typing, Windows.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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