

# ROBERT SMITH

## Small Business Consultant - HR Services

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### SUMMARY

Enthusiastic Small Business Consultant with Strong dedication, and motivation capable of having thorough familiarity with the products of the company. Hard working nature, tend to be goal-oriented. Strongly believes in achieving goals with the proper vision and right attitude. Effectively develops and maintains strategic relationships with associates and clients at all levels.

### SKILLS

Quality Assurance, Operations Management, Microsoft Office, Project Management, Program Management

### WORK EXPERIENCE

#### Small Business Consultant - HR Services

Paychex Inc - 2012 – 2019

- Analyze small businesses needs regarding human resource compliance including payroll, health benefits, Workers Compensation, Employer Shared Responsibility, 401k administration and Federal and State tax filing.
- Evaluate current client needs to ensure proper insurances & compliance practices are put in place.
- Prospect for new clients and new referral sources utilizing the phone, direct mail, seminars, current client visits or other local marketing programs directed by management.
- Complete and submit accurate new business paperwork, expense reports and weekly activity reports by agreed-upon dates set by management.
- Maintain positive relationships with the territorial business channel including Certified Public Accountants, bankers, tax preparers, current clients and insurance professionals.
- District Sales Assistant Daily responsibilities including heavy phones, IRS verifications, and monitoring client services.
- Monthly responsibilities including commission audits, reconciling expense reports, track all referral business and reporting monthly sales numbers to senior management.

#### Small Business Consultant

Kelley Perry Enterprises - 2007 – 2012

- Launched a consulting business that provides assistance to small business owners in the areas of process improvements and overall business operations.
- Analyzes problematic areas and provide recommendations and solutions.
- Implements strategies that improve financial capabilities and business success.
- Aligns closely with business owners and employees to gather information and gain operational insight; utilizes data to assess the implementation of possible changes, aligns business owners with strategies to achieve the desired success, improve business operations and maintain positive capital flow.

- Provides written reports detailing assessments and recommended solutions; lauded by business owners for innovative ideas and professionalism.
- This is Dummy Description data, Replace with job description relevant to your current role.
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## SCHOLASTICS

- Bachelor of Arts in Multidisciplinary Studies - 2005 (State University of New York at Stony Brook - Stony Brook, NY)