

Robert Smith

Business Operations Manager/CO-Founder

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SUMMARY

Over 5 years as a Marketing Manager, has enabled to explore product marketing, change management, and global communications and messaging.

SKILLS

Microsoft Office, Quickbooks Pro.

WORK EXPERIENCE

Business Operations Manager/CO- Founder

ABC Corporation - 2004 - 2011

- Management Managed business operations and a team of four employees.
- Interviewed and hired direct reports, designed appropriate training, evaluated and if necessary took disciplinary or corrective actions.
- Contracts Administration Systematically and efficiently managed contract and proprietary agreement review and execution (over 25M in contracts per year).
- Oversaw contract compliance and close out, assuring that all administrative contractual obligations and milestones were met and on schedule.
- Bookkeeping Managed and performed full cycle bookkeeping including AP, AR, invoice preparation, collections, journal entries, bank account and payroll reconciliation, employee and consultant expense approvals and reimbursements, 1099 filings and worked with outside CPA on tax preparation.
- Other Accomplishments Continually evaluated contracts with vendors and renegotiated as necessary in order to maximize savings.
- Successfully executed company events involving up to 300 people.

Business Operations Manager

ABC Corporation - 2002 - 2004

- Set up office and procedures for new law firm including initial and subsequent purchases of furniture and supplies, computers, computer programs and all initial and subsequent advertising.
- Write all checks and paid all invoices; deposited all fees paid into 2 to 4 financial accounts.
- Purchase all supplies and responsible for all mailing and receipt of mail.
- Purchase all equipment and oversaw set up and maintenance of computer system including server and up to 6 individual computers.
- Managed 5 employees in all aspects of their jobs.
- Trained 2 law students who worked as summer interns and managed and reviewed their work.
- Provide all administrative support for attorney including but not exclusively attorneys calendar of appointments, meetings, court appearances, travel arrangements and scheduling..

EDUCATION

Master of Arts in Forensic Psychology - (CITY UNIVERSITY OF NEW YORK - New York, NY)