

# Robert Smith

## Business Associate/Executive

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### SUMMARY

A position where can develop skills, work as a team player and learn new things. A job position with a growth-oriented company that offers challenging responsibilities and the potential for advancement.

### SKILLS

Excellent Written And Verbal Communication Proficiency.

### WORK EXPERIENCE

#### Business Associate/Executive

ABC Corporation - November 1999 - June 2005

- Assisted in the analysis, investigation, and research supporting the needs of organizational financial planning and performance.
- Gathered and analyzed financial information on costing, pricing, expenses, and revenue.
- Coordinated, supported and monitored budget processes for monthly financial closings.
- Evaluated submitted profit and loss accounts for business area presentational compliance.
- Examined budget estimates for efficiency, accuracy, and conformance with procedures and regulations.
- Contributed to presentations for management teams.
- Conducted revenue and expense analysis for project start-ups to ensure productivity Assist in visual merchandising for the store by organizing and arranging products.

#### BUSINESS ASSOCIATE

ABC Corporation - 1995 - 1999

- Provided sales and administrative support to all Account Executives and Management team.
- Published OnMedias monthly company-wide newsletter using Microsoft Publisher, HTML and eventually WordPress.
- Created and deployed targeted digital ad campaigns on OnMedias TurboReach ad network.
- Included ad creation, deployment and monthly analytics for each campaign.
- Planned and coordinated all details and logistics involving OnMedia company events, client meetings and customer appreciation activities.
- Acted as OnMedias local coordinator for the "Shoes That Fit" community outreach program.
- Included acquiring and managing relationships with liaisons at over twenty area elementary schools to provide assistance to underprivileged children through this program..

### EDUCATION

Bachelor of Science in Business Administration - (Voorhees College Denmark - Denmark, SC)