

ROBERT SMITH

Asst. Business Center Manager

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Creative, resourceful, and organized individual with strong computer and office skills. Experienced with office, retail and production management. Strive to do best at all times and inspired and motivated by positive results.

JANUARY 2005 - MARCH 2013

ASST. BUSINESS CENTER MANAGER - ABC CORPORATION

- Competencies Management - Responsible for generating daily, weekly, and monthly reports and auditing them for accuracy and opportunities for improvement.
- Used those reports to train and monitor employees to ensure company goals were being met.
- Also created charts and cheat sheets where needed to help and encourage team member involvement.
- Organization - daily use of Microsoft Excel, Outlook and Word to manage accounts, create memos to staff, and keep appointments and meetings on time.
- Also used 3 ring binders with tabs and a notebook to successfully prioritize and filter agendas.
- Accounting - in charge of income statement and sales report.
- Used the income statement to check all uncontrollable costs for errors or alternate options and also controllable costs to find areas where we could cut costs or produce things more efficiently.

2001 - 2005

BUSINESS CENTER MANAGER - DELTA CORPORATION

- Responsible for crossdock operations and delivery to USPS Offices.
- P&L Management Daily Performance Reporting.
- Managed overall operations at a low-volume center, including supervision of team members and the administration of center sales performance, .
- August 2013 Achieved 120+% year-over-year sales volume for 15 straight months Repeatedly placed my store in the top 20 for shipping sales in the .
- Responsible for the hiring, training, and discipline of all store employees while consistently applying corporate policies and procedures Contribute .
- Managing daily operation of Vail Cascade Business Center Assisting guests with use of computers, fax machines, copy machine, and other administrative .
- Maintained an efficient administrative support team in addition to the management of gift certificate sales, special event ticket sales, mattress .

EDUCATION

High School Diploma - (Highland Park High School)

SKILLS

Project Management, Team Leadership, Advertising, Printing, Web Development, Network Administration, Program Management, Account Management.