

# Robert Smith

## Associate Business Services Manager

### PERSONAL STATEMENT

To secure a position in an organization that offers challenges and opportunity for career development while serving the organization to the best of capabilities. Enjoy gaining new skills while utilizing current areas of expertise in Accounting, Operations, Human Resources and Customer Service within a positive team environment.

### WORK EXPERIENCE

#### **Associate Business Services Manager**

**ABC Corporation - 2001 - 2014**

##### *Responsibilities:*

- Processed semi-monthly payroll and reporting.
- Maintained quarterly commission and bonus schedules.
- Supported over 50 employees at all levels, including executives, project managers and subcontractors.
- Created and implemented administrative processes and procedures, conducted quarterly staff training.
- Administered for company 401K plan.
- Completed monthly bank reconciliations for 3 companies.
- Performed financial analysis on spreadsheets/databases and prepared financial statements.

#### **Business Services Manager**

**Delta Corporation - 2010 - 2013**

##### *Responsibilities:*

- Office and facilities management (office organization, order supplies, scheduled maintenance and repairs).
- Marketing support (event planning, document preparation, presentation support) Maintained confidential financial and HR files.
- Managed the activities and operations associated with Business Services offerings.
- Led a team of Business Services Specialists, Member Service representatives and Business Development Officers, focused on serving the needs.
- Managed contracts with Federal, State, County Government and private business where groups of adults with disabilities are employed.
- Analyzed business opportunities and develop business plans for the investment that will provide revenue streams and employment opportunities.
- Prospected and created new business through development strategies and client retention.

### Education

Associate in Arts - (Platt College)

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
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[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Accounting, Contract Administration, Competitive Assessment.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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