

ROBERT SMITH

Business Administrator Assistant

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

An accomplished administrative professional with over 18 years of business administration and office management experience. Great organizational skills with a strong emphasis on customer service. Extensive experience in working with small businesses to develop protocols and processes that lead to fiscal stability and success. My skills and knowledge include: Excellent interpersonal and written communication skills Detail oriented with the ability to multi-task.

CORE COMPETENCIES

Management, Project Management, Human Resources.

PROFESSIONAL EXPERIENCE

Business Administrator Assistant

Bidwell Presbyterian Church - 2006 – 2019

Key Deliverables:

- Managing Personnel, Finance, Facility, Hospitality and Infrastructure supporting a 1700+ member church with an annual budget of over \$2 million.
- Manage multiple large-scale projects including building, capital campaigns, governance, compliance, system design and implementation.
- Accomplishments Included Replacing the church's consensus-style governance with policy governance.
- Conducted seven annual funding campaigns increasing church income from \$1.2 million to \$2.2 million.
- Managed a capital campaign raising \$2 million.
- Partnering with the board, senior management and congregation to create and implement a new vision, mission and strategy including annual goal-setting and 360 degree review process.
- Consolidated five disparate financial systems into one.

Business Administrator

ABC Corporation - 2001 – 2006

Key Deliverables:

- Coordinated sales and production of new business
- Liaison between all internal operations and outside Territory Sales Managers
- Maintained financial data to provide accurate analysis on a weekly basis
- Created and distributed requested quotes and contracts for new business to territory sales managers
- Maintained job files and log book for all installation jobs
- Reviewed new orders for complete costs and price accuracy
- Scheduled all new orders in Production to meet customers expected delivery dates.

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EDUCATION

- Bachelor of Arts - (California State University - Chico, CA)