

Business Representative.

ROBERT SMITH

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Address: 1737 Marshville Road,
Alabama.

Objective

Utilize acquired knowledge skills ability and training to contribute to success of appogressive organization through planning and teamwork education to experience in handling multiple task.

Skills

Microsoft Office Suite, Microsoft excel, Microsoft word.

Work Experience

Business Representative.

ABC Corporation - March 1994 - March 1997

- Documented and worked to solve Congressional complaints on behalf of constituent students aid officials at educational institutions.
- Provided outstanding customer service and counseling to students and parents on origination and processing of federal direct student loans.
- Studied and identified biographical or typing errors in promissory notes and manifest and worked with customers and educational institutions.
- Maintained a caseload for a group of schools, colleges, and universities, assisting with all processing needs for all students.
- Department of Educations Federal Direct Student Loan Program.
- Supervised contractors and members that were unionized to ensure compliance of the collective bargaining agreement.
- Developed and administrated project labor agreements between contractors and their work force to ensure no delays in construction of their project.

Business Representative

ABC Corporation - 1992 - 1994

- Worked with developers to promote work for our manpower.
- Attended planning meetings, development meetings and bid letting meetings in and around the state.
- Met with general contractors and sub-contractors.
- Ran manpower.
- Signed contracts and did job site inspections.
- Establish and implement departmental policies, goals, objectives, and procedures, conferring with board members, organization officials, and staff members as necessary.
- Coordinate or participate in promotional activities or trade shows..

Education

Master of Science in Human Resource Management.