

ROBERT SMITH

Asst. Interior Design`

info@qwikresume.com | <https://Qwikresume.com>

Reviewed current trends in financial industry and created PowerPoint presentations for clients. Spent time with Financial Consultants and assisted in organizing FA / EMA Account lists. Assisted in the organization of files, collateral material and other administrative tasks. Calculated liquidity, solvency and profitability ratios of consulting with financial officers as necessary.

FEBRUARY 2005 - MARCH 2005

ASST. INTERIOR DESIGN` - ABC CORPORATION

- Performed residential remodeling and construction services for referred clients and clients of an Interior Design business, started by my wife.
- Led to taking on a partner to assist with our increasing work load.
- Performed all home repairs, basement build-outs and finishing, plumbing, electrical, painting, decks ourselves without the use of any sub-contracted labor.
- Awarded Permanent Resident status, able to forego having to work construction and obtained contracts direct with Lipsey Water and OneSource on consulting opportunities.
- Responsible for maintaining a spreadsheet-based accounting system for all fresh water deliveries for hurricane relief and a FEMA contract and \$10Mil federal loan.
- Included the coordination of waybills of independent truckers from suppliers, to delivery destinations requested by FEMA, to payments to suppliers for product and trucking companies for deliveries, to confirmed federal receipt of deliveries (originals required), to finally billing the federal government as per the terms of the FEMA contract.
- Responsible for reviewing reconciliations performed by staff of all major GL control accounts and inter-company transactions.

2002 - 2005

INTERIOR DESIGN - DELTA CORPORATION

- Queensland University of Technology Member at DIA Division B (Second Class Honours) (Design Institute of Australia).
- Receive direct, and relay telephone, internet and email.
- File all correspondence and prepare financial statements.
- White Oak Semiconductor, Richmond, Va.
- Administrative fast track Fit out - 30,000sf.
- Project manager & Arch.
- Kitchen & Bath Specialist Certification.

EDUCATION

Bachelor of Commerce in Business Administration and Economics - (University of Port Elizabeth - Port Elizabeth, Eastern Cape)

SKILLS

Rhinoceros, Adobe Creative Suites, Microsoft Office.