

# Strategic Business Partner

# ROBERT SMITH

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## Objective

Adaptable multi-tasker, known for making sound decisions in a fast-paced, deadline-driven environment. To join a company seeking a Leader in Business Management, Coaching and Developing, to continue the career path in a growing company. Offering team building, value - add, within the culture of Business Management.

## Skills

Microsoft Office Suite, Relationship Building, Strategic Planning, Strong Interpersonal Communication Skills, Budget Analysis.

## Work Experience

### Strategic Business Partner

**ABC Corporation** - November 2011 - March 2016

- Developed Estimates to Complete (ETC) and Estimates at Completion (EAC).
- Developed and administered project spend plans and baseline budgets.
- Provided direct financial control to assigned programs including preparation of monthly financial and customer reports.
- Reviewed and reconciled project invoices in support of revenue forecasting and variance analysis.
- Created modifications for Subcontractors, tracked, reviewed and approved pricing submittals and invoice submissions to verify costs and funding requirements.
- Created Purchase orders, reviewed and approved vendor invoices; reconciled tracking sheet from the initial order, invoice and payment.
- Provide operational expertise based on experience in environmental services.

### Business Partner

**ABC Corporation** - 2008 - 2011

- Partnered with multiple Fortune 500 companies to develop a one-stop shopping portal
- Expert in developing online shopping content to attract online traffic
- Oversee sales for a web-based business generating \$10,000+ in additional revenue
- Organized and performed inventories of the company and office supplies to increase the accuracy and speed of intercompany orders
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## Education

Bachelor of Science in Business Administration - 2006(Strayer University - Herndon, VA)