

# ROBERT SMITH

## Sr. Corporate Secretary

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### SUMMARY

An excellent right hand for an executive, department or group and work proactively to ensure their success.

### SKILLS

Microsoft Office Suite, Adobe Creative Suite CS6.

### WORK EXPERIENCE

#### Sr. Corporate Secretary

Detroit Metropolitan Youth Symphony - April 2010 – 2019

- Administrative Board position and Officer. Aligned corporate goals and mission with their image.
- Headed a team to completely revamp the look and functioning of this group by a thorough review of workflow and documents used since inception.
- Provided for easy accessibility by the membership and administration to all information they need, bringing this group forward from an antiquated.
- Collaborating with the Enrollment Director, designed the online registration system for students, providing a smooth online experience for the membership.
- Saved the Corporation thousands of dollars in paper and printing costs by streamlining operations.
- Direct interface to each employee, wrote job procedures for every position to ease the change of staff each season.
- Introduced the framework of timeline and workflow, trained others in its use.

#### Corporate Secretary

ABC Corporation - 2008 – 2010

- General office duties phone calls, faxing, emails, billing for incoming & outgoing, maintained office area, Human Resources, Insurance & paid weekly & monthly taxes.
- I, also, did weekly payroll with Quickbooks.
- Experience in Microsoft Word & Excel.
- Worked hand in hand with President & Vice President on Billing & contract documents.
- Gained excellent leadership qualities & knowledge of business administration.
- Skills Used General Office duties, Designated duties to other office personnel, worked on billing & insurance documents with our agents, Performed weekly payroll with Quickbooks, weekly & monthly taxes, checked incoming emails & sent outgoing emails.
- Experience in Microsoft Word & Excel..

### SCHOLASTICS

- BA in Telecommunications - (Michigan State University)