

# ROBERT SMITH

## Business Services Manager/Consultant

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

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### SUMMARY

Innovative and flexible business professional with over 10 years experience leading businesses in the areas of accounting, finance and business development. Lifelong learner with CPA designation pending. Accounting and business operations knowledge Forecasting expertise Complex problem resolution Cash flow analysis, Financial statement analysis, Strategic planning, Account reconciliation and advanced computer proficiency.

### CORE COMPETENCIES

Accounting, Management, Business Development.

### PROFESSIONAL EXPERIENCE

#### Business Services Manager/Consultant ABC Corporation - December 2008 – May 2012

##### Key Deliverables:

- Developed client business plans for maximum profitability and effectiveness.
- Responsible for growth and development of department including strategic planning, policies and procedures origination and financial reporting to the Board of Directors.
- Analyzed applicants financial status and credit to determine feasibility of granting loans.
- Brokered business loans in excess of three million dollars.
- Executed and coordinated loan originations and underwriting.
- Researched lending and reporting guidelines to stay updated on new laws and applications.
- Executed financial due diligence to establish enterprise value and purchase price.

#### Business Services Manager Delta Corporation - 2005 – 2008

##### Key Deliverables:

- Achieved proper compliance and accurate executive level reporting.
- Managed budget forecasting, goal setting and performance reporting for all accounts.
- Managed a Staff of 2 Supervisors and 25 Coordinators with-in 4 functions of the Business Services Organization, which include Customer Service.
- Restructured and re-organized the Business Services Department, which improved efficiencies by 27% and reduced error, rates by 43%.
- Re-branded the department thorough the creation of a robust training program, re- organization of resources and system enhancements to better serve.

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- Provided consulting services to medium and large corporations focused on systems architecture, and design.
- The Domain architecture was re-designed, TCP/IP, WINS with DHCP was implemented to help address network performance issues, and Microsofts Systems .

### EDUCATION

BACHELOR OF ARTS in BUSINESS MANAGMENT - (College of St. Scholastica - Duluth, MN)

