

# Robert Smith

**Co-Owner**

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## SUMMARY

Administrative Assistant who continually maintains a positive attitude while interacting with demanding clients. Serves as the primary point of contact for both in-house and external phone and website queries. Above and beyond basic administrative tasks and take on multiple projects at once. Excellent work ethic and very detailed.

## SKILLS

MS Office, Management.

## WORK EXPERIENCE

### Co-Owner

Conner's Candle - September 2004 - 2020

- 23225 Ordered and distributed office supplies while adhering to a fixed office budget.
- Answered and managed incoming and outgoing calls while recording accurate messages.
- Web designing and updating.
- Marketing and advertisement Sales Very high level of customer service Managed office supplies, vendors, organization and upkeep.
- Analyzed monthly balance sheet and accounts Created periodic reports comparing budgeted costs to actual costs.
- Compiled financial reports pertaining to cash receipts, expenditures and profit and loss.
- Prepared accurate financial statements at end of the quarter.

### Co-Owner

Delta Corporation - 2002 - 2004

- Executed daily operations of all aspects of the business Supervised employees, scheduled work hours, resolved conflicts, determine salaries .
- Daily business operations included booking/scheduling of clients, accounts, and all business finances.
- Launched designs and services on social medias, such as Facebook and Instagram Reduced spending by properly managing inventory and partnered with .
- Provided part-time business and financial consulting services to start-up operation, including bookkeeping functions.
- Booked and promoted bands for local (Michigan) concerts - Planned, coordinated, and followed up with tours and benefits.
- Assisted with launch of new Real Estate Company Instrumental in garnering \$240,000 in profits during first year in business.
- Initial and ongoing customer contact Accounts Payable/Accounts Receivable Database maintenance and input Scheduling Student correspondence, .

## EDUCATION

- 1998(SOUTHERN CALIFORNIA UNIVERSITY OF HEALTH SCIENCES - Whittier, CA)