

# Robert Smith

## Business Administrator/Front Desk

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### SUMMARY

Looking to gain a position with a respectable company for a long-term and rewarding career. Fast learner who pays special attention to detail, willing to broaden my horizons while increasing my knowledge base. I work well both individually and with others. Exceeding customer expectations while maintaining a great representation of my employer is extremely important to me.

### SKILLS

Microsoft Word, Excel, and Outlook. One-Site, Yardi, TAA Blue Moon, Rent Roll, AMSI Software.

### WORK EXPERIENCE

#### Business Administrator/Front Desk

Building Company No - December 2013 - 2019

- Prepare and distribute management reports.
- Administer/Oversee the company's \$20 million capital budget.
- Reconciliation of the Capital budget.
- Assist with budget preparation Authorized and prepare payments for large capital purchases.
- Prepare weekly/monthly financial reports for the various business units.
- Other duties involve me reconciling suppliers statement and resolving complex queries.
- Accounts Payable and reconciliations.

#### Business Administrator

ABC Corporation - 2009 - 2013

- Assigned to the Highways Agency Assigned within the Y2K Programme
- Using an in-house MS Access database, to record system vulnerability in preparation for the Millennium rollover
- Responsible for the creation of a new filing system for the programme
- Acted as a facilitator in identifying end user systems and create workshops for project teams to ensure systems were brought within Y2K compliance
- Assigned to Halifax bank
- Main role was to process insurance claims using their in-house system
- Accuracy was essential.

### EDUCATION

Computers - November 2011 (Church's PC Support Tech)