

ROBERT SMITH

New Business Administrator

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To obtain a challenging position that will apply my problem solving, attention to detail, and customer service skills with a growing company to achieve optimum utilization of its resources. I look to utilize my experience in data entry, customer service, and my ability to be a quick learner in an organization with upward mobility and opportunities for advancement.

EXPERIENCE

New Business Administrator

City Of Greenville - OCTOBER 2014 - 2019

- Provide supervision of the zoo Public Services staff and day-to-day operations of admissions, concessions, gift shop and membership.
- Responsible for financial oversight of the zoo including accounting and budgeting.
- Ensure compliance with applicable policies, procedures, rules and regulations.
- Provide supervision, direction and coordination of all activities and functions of the zoo Public Services staff including interviewing, scheduling, training, monitoring performance and realigning work as needed.
- Develop, organize and supervise zoo special events including staff, vendors, sponsorships, volunteers, set-up and breakdown logistics, revenue and expenses worksheets.
- Oversee all zoo marketing including but not limited to new member initiatives, fundraising, printed material, purchasing ad space, website and social media updates, and media releases.
- Oversee budget preparation for the zoo and submit final recommendations to the Zoo Administrator.

Business Administrator

ABC Corporation - 2009 - 2014

- Prepare and distribute management reports
- Administer/Oversee the companys \$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

EDUCATION

- Bachelors Degree in Physical Education - 1990(University of South Carolina at Spartanburg - Spartanburg, SC)

SKILLS

Microsoft Office.