

ROBERT SMITH

Sr. Business Advisor

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SUMMARY

Highly motivated finance professional with extensive experience, working with both Fortune and small organizations. Demonstrated leadership, planning and analysis skills.

SKILLS

Access Database, SAP, Business Intelligence.

WORK EXPERIENCE

Sr. Business Advisor

Goldman Sachs 10,000 Small Business Program @ Delgado Community College - March 2012 – 2020

- Management was responsible for achieving strategic and operational goals, with a focus on financial performance.
- Prepared annual budget and provide advice to Directors and Vice Presidents to identify issues that impact departmental performance.
- Participated in work teams to improve the budget preparation process and other financial and operational processes.
- Provided financial and system-related education and training to all levels of management.
- Supported the control team during the monthly close process, performing reconciliations and research of variances.
- Periodic review of cash received from suppliers versus what was expected and database uploads/maintenance for the sweetener COE team.
- Performed reviews in the accuracy of accounted in commodity reconciliations, and ensured that supporting documentation included with transaction validation.

Business Advisor

ABC Corporation - 2009 – 2012

- Performed a diverse range of responsibilities to include, but not limited to opening new accounts, administering account updates and maintenance, selling the banks products and services, processing expense reports, maintaining and ordering office supplies - all of which resulting in highly efficient and smooth flowing administrative and commercial operations.
- Act as the primary contact between the corporation, members and providers.
- Data entry & file updates.
- Sent requests for processing & adjustments on claims.
- Documenting and researching background information.
- Reviewed mortgage files and submitted to underwriting for finalization..
- This is Dummy Description data, Replace with job description relevant to your current role.

SCHOLASTICS

- Bachelor of Science in Business Focus on Accounting and Finance - (Mercy College - New York, NY)