

ROBERT SMITH

Lead Business Associate

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Currently looking for a full time position in an environment that offers a greater challenge, increased benefits for family, and the opportunity to help the company advance efficiently and productively.

EXPERIENCE

Lead Business Associate

ABC Corporation - 1991 - 1994

- Experienced in providing a high level of sales, marketing, and operations support to assigned team of Business Banking Managers, and other managers.
- Analyzes and interprets customer activity in support of customer retention.
- Responsible for maintaining a high level of customer service.
- Actively solicits and identifies many cross-selling opportunities.
- Builds and updates customer and prospect database.
- Collects financial statements for upcoming loan maturities.
- Trained new Business Associates to the NP Division and trained Business Associates in other divisions in Specialty Markets when needed.

Business Associate

Saks OFF - 1988 - 1991

- Assisted in the analysis, investigation and research supporting the needs of organizational financial planning and performance.
- Gathered and analyzed financial information on costing, pricing, expenses and revenue.
- Coordinated, supported and monitored budget processes for monthly financial closings.
- Evaluated submitted profit and loss accounts for business area presentational compliance.
- Examined budget estimates for efficiency, accuracy and conformance with procedures and regulations.
- Contributed to presentations for management teams.
- Conducted revenue and expense analysis for project start-ups to ensure productivity Assist in visual merchandising for the store by organizing and arranging products based on global visual direction Implement visual merchandising directives given by the head office, assuring visual appearance is of utmost importance.



EDUCATION

- Financial Management - (St. Joseph's University - Philadelphia, PA)

SKILLS

Computer Proficiency, Active Learning, Multi-Task Management.