

# Robert Smith

## Business Administrator

### PERSONAL STATEMENT

Multi-task, efficient and reliable administrative professional with over ten years of experience supporting directors, chairperson and managers to improve internal departmental operations. Accustomed to working in fast-paced environments Excellent interpersonal skills, ability to work well with others, in both supervisory and support staff roles. Diversified skill sets covering administrative support, client relations, human resources, accounts payable and project management.

### WORK EXPERIENCE

#### **Business Administrator**

**Department Of Accountancy & Taxation - 2004 - 2019**

##### *Responsibilities:*

- Responsible for the preparation of all personnel and administrative documents and advises personnel on a variety of administrative issues; reviews documents for accuracy.
- Conducts orientation for part-time staff, includes training in IT office tools used in the department.
- Provides supervision of departmental staff and includes defining job duties, setting performance development plans and goals, conducting annual performance reviews and assisting with the implementation of organizational and operational decisions.
- Enforces safety compliance rules and regulations.
- Serves as liaison for the chair, faculty and staff with other university departments and offices.
- Coordinates the financial operations of a large or complex unit.
- Oversee the activities of clerical financial support personnel.

#### **Business Administrator**

**ABC Corporation - 1999 - 2004**

##### *Responsibilities:*

- Coordinated sales and production of new business
- Liaison between all internal operations and outside Territory Sales Managers
- Maintained financial data to provide accurate analysis on a weekly basis
- Created and distributed requested quotes and contracts for new business to territory sales managers
- Maintained job files and log book for all installation jobs
- Reviewed new orders for complete costs and price accuracy
- Scheduled all new orders in Production to meet customers expected delivery dates.

### Education

Sociology - (University of Houston)

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Microsoft Office,  
Peoplesoft, Workforce  
Management.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company  
Name)  
Reference - 2 (Company  
Name)