

ROBERT SMITH

Business Administrator II

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Accomplished Administrative Professional with emphasis in Human Resources including managing benefits, resolving payroll issues, onboarding new employees, off-boarding exiting staff, background checks, setting-up and updating HR systems with employee details and updating benefits packets. Advanced organization and communication abilities complemented by process management and optimization.

MAY 2013 - AUGUST 2014

BUSINESS ADMINISTRATOR II - ABC CORPORATION

- Full service end-to-end product design and engineering company with over 300 employees.
- Managed extensive employee on-boarding and off-boarding procedures.
- Facilitated background checks, new hire ID badge issuance, forms and documentation, NDAs, equipment issuance, benefits orientations, and drug screenings.
- Coordinated equipment inventory requirements with IT department.
- Expedited termination processes and conducted exit interviews.
- Assisted management with creating and implementing process improvements.
- Coordinated office events and extensive national and international travel arrangements.

2008 - 2013

BUSINESS ADMINISTRATOR - PEDIATRIC CENTER, PC

- Responsible for all aspects of the business of the practice, including finance, accounting, budgeting, payroll, billing, collections and managing purchasing and vendors
- Report directly to owners of the independent Pediatric practice
- Developed first annual budget of the practice
- Implemented web-based time clock and streamlined payroll process
- With other Administrator revised employee handbook with improvements to PTO policy and benefits package
- Direct supervisor of staff of eight, including insurance and billing, coding, cash and payment posting and IT professional
- Indirect supervisor of cashier/receptionist staff of 6.

EDUCATION

AA in Business Management - (Bellevue College - Bellevue, WA)

SKILLS

Microsoft Office, Excel, Powerpoint, Sharepoint, Outlook, Outlook.