

ROBERT SMITH

Church Business Administrator

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Highly motivated Finance Analyst with a passion for learning and taking on challenges. Pride myself on organizational skills and attention to detail when it comes to my daily job responsibilities. I strive to approach every day with a positive attitude and the energy to complete each task timely and efficiently. I have spent considerable time refining my communication skills, knowing what an imperative piece that holds in the Finance world.

CORE COMPETENCIES

Marketing, Customer Service, Business Intelligence, Security, Secretarial, Sales.

PROFESSIONAL EXPERIENCE

Church Business Administrator

SURGICAL SPECIALTY CENTER OF MID-ATLANTIC - July 2015 – 2019

Key Deliverables:

- Directs, monitors, and evaluates all activities of the center to insure professional medical care for each patient.
- Prepares, controls, and evaluates the operating budget.
- Monitors financial performance of the facility.
- Develop, direct, evaluate, and administer financial, administrative, and personnel policy, procedures, and standards of conduct as defined by facility purview.
- Provide direction for and evaluation of all Medical Staff committee activities including, but not limited to, Quality Improvement, Risk Management, Infection Control, and delegates responsibilities to appropriate personnel.
- Oversees and reviews all center purchases.
- Maintains appropriate inventory levels.

Business Administrator

ABC Corporation - 2010 – 2015

Key Deliverables:

- responsible for all banking needs for high net worth individuals and business accounts with an average balance of \$500,000.00
- Process all investment requests and wire transfer payments
- Open new accounts based on clients needs which include checking, savings, and credit cards with the exception of loans
- Monthly account reconciliation was performed upon request
- Visit with potential new clients with the Vice President to discuss all aspects of private branch banking
- Wire Transfer Investigations Customer Service Representative responsible for customer inquiries investigating incorrectly processed wire payments

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- Duties include case management, corresponding with customers, correcting and adjusting payments including Interbank Compensation activities.

EDUCATION

- Master in Healthcare Administration - 2008(UNIVERSITY OF ILLINOIS - Chicago, IL)