

ROBERT SMITH

Minister/Business Administrator

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Phone: (0123)-456-789

SUMMARY

Professional individual that is self-disciplined, well-organized, and versed in many areas of management, accounting, marketing, administrative, sales, and customer service. Detail-oriented employee with great communication skills. Multi-Tasker Problem-Solver Self-Starter Dependable People-Oriented Motivated /Team Player Organizational Skills Quick Learner.

SKILLS

Microsoft Word, Excel, And Outlook. One-Site, Yardi, TAA Blue Moon, Rent Roll, AMSI Software.

WORK EXPERIENCE

Minister/Business Administrator

SanJo Security Services - December 2009 – 2019

- Day-to-day supervision of business operation functions.
- Planning and organizing, A/P, A/R, payroll, sales, data entry.
- Submit, update, and maintain company/ employees license with the Texas Department of Public Safety Private Security Bureau.
- Preparation of all company invoices.
- First contact and maintaining strong client relationships.
- Administrative support to the Vice President of Operation and the Director of Operations.
- Recruit and hire employees, schedule and assist training for employees along with the US Department of Justice Federal Bureau of Prison Instructors.

Business Administrator

Reno Buick GMC Cadillac - 2007 – 2009

- Reviewed payments made by insurance companies for accuracy and determined if proper payment was made.
- Developed excellent community relation via communicating and networking with the resource agencies.
- Developed, designed and coordinated new brochures and materials for the practice.
- Analyzed and advised management on effectiveness of policy and procedure and made recommendations.
- Served as principal advisor on all administrative management matters associated with programs and operations.
- Actively participated in outreach programs for uninsured and underinsured children.
- Expertly managed difficult or emotional patient situations and responded promptly to patient needs.

SCHOLASTICS

- Diploma - (Christ Eternity Christian Academy - High School)