

# Robert Smith

## Senior Accounts Specialist

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
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### **PERSONAL STATEMENT**

Accomplished, driven, and educated professional with extensive administrative and management experience. Highly-organized individual with proven experience in managing critical projects. Innovative problem solver focusing on finding effective solutions. Key strengths include: Accounts receivable Account maintenance Experience with conflict resolution Complex problem-solving skills Financial reporting Recruitment and staffing Training and development Interviewing and hiring experience.

### **WORK EXPERIENCE**

#### ***Senior Accounts Specialist*** **Courier Network Inc - April 2015 - Present**

##### *Responsibilities:*

- Collects and verify invoices, bills, and checks by performing pre-audits to ensure both accuracy and appropriateness prior to payment.
- Corresponds with vendors, maintains updated vendor profiles, and processes vendor checks.
- Tracks expenses, processes expense reports, and prepares analyses of accounts.
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices.
- Coordinating with other departments to streamline the financial processes within the company.
- Perform all necessary bank reconciliations, journal and general ledger entries, payroll, hsa/ hfa processes.
- Monitors account balances and related financial activity, ensure all payments are properly entered and allocated.

#### ***Client Relationship Manager*** **Capital One Bank - May 2012 - April 2015**

##### *Responsibilities:*

- Monitored customer transactions, and complete any paperwork as required for compliance and bsa purposes.
- Assisted and effectively handle all operational issues, including establishing standards of work monitoring daily.
- Branch related matter and maintaining efficient and courteous employee performance.
- Ensured satisfactory audit results of branch operations, ensures that all operational guidelines are followed.
- Supervise all training and development of branch staff to ensure proper customer handling.
- Monitored branch staffing, provide temporary coverage and training, within the banking community as a whole.
- Maintained a working knowledge of the complete line of products and services offered; taking responsibility to keep up to date and request assistance for further development needs.

### **SKILLS**

Quick Books, Peach Tree Computing, Classifying, And Recording Numerical Data To Keep Financial Records Complete. Knowledge Of Bookkeeping Procedure, Finding Discrepancies In Figures and Numbers.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

## **Education**

Masters in Public Administration - May 2017(Queens College )  
Bachelor Of Arts in Economics - May 2009(University At Albany, State  
University Of New York - Albany, NY )Associate Of Science in Business  
Administration - March 2007(LaGuardia Community College - Long  
Island City, NY )