

ROBERT SMITH

Jr. Associate Executive Director

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SUMMARY

Highly qualified Associate Executive Director with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects. Associate Executive Director (AED) for Community Engagement to advance the institutions commitment to solving critical societal issues, including health, education and economic vitality, through innovative teaching.

SKILLS

Leadership, Visionary, Development.

WORK EXPERIENCE

Jr. Associate Executive Director

Brookdale Senior Living Inc. - January 2006 – 2020

- Monitor and control budget expenses. Prepare routine and specially requested statistical and financial reports.
- Identify and present trend lines and projections relating to income and expenses.
- Reconcile accounts and interpret results. Review weekly payroll reports, process bi-weekly payroll and address associate payroll concerns.
- Ensure that corporate policies and procedures relating to cash, accounting, collections, purchasing, budget and payroll are followed to maintain SOX compliance.
- Facilitate and oversee human resources functions such as recruitment, new hire orientation, performance reviews, benefit administration, workers compensation administration, employee relations and training/education initiatives.
- Conduct necessary investigations on associate related issues and decide appropriate resolution.
- Identify community training opportunities and implement as needed.

Associate Executive Director

Delta Corporation - 2004 – 2006

- Responsible for the restructuring of the Membership Departments recruitment and retention program and strategies.
- Supervision of staff of revenue producing departments Fitness, Membership, Aquatics, and Arts and Culture.
- Coordination of housekeeping, security and valet vendors for daily operational needs.
- Assisted in the development of the fiscal year budget in addition to monitoring the agency budget on a monthly basis.
- Led five major service divisions as well as the agency human resources, finance, operation and IT departments within this 501(c)(3) organization .
- Managed cash flow, state and local reporting requirements, fundraising, quality control, regulation compliance, and policy development procedures.

- Designed financial protocols and procedures to control costs and monitor disbursements.

SCHOLASTICS

- Accounting Degree in Accounting - 1991(Hickey College - Clayton, MO)