

ROBERT SMITH

Business Office Associate

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Talented administrative professional with background in accounting and finance. Extensive knowledge of AR/AP, Microsoft Excel and QuickBooks software.

EXPERIENCE

Business Office Associate

ABC Corporation - MARCH 2012 - MARCH 2015

- Reviewed files, records and other documents to obtain information and respond to requests.
- Liaised with vendors to order and maintain inventory of office supplies.
- Performed accounts receivable duties including invoicing, researching chargebacks, discrepancies and reconciliations.
- Maintained computer and physical filing systems.
- Received, screened and routed incoming calls.
- Prepared vendor invoices and processed incoming payments.
- Met challenging quotas for productivity and accuracy of work.

Business Office Associate

ABC Corporation - 2007 - 2012

- Do much title work here.
- Learned about DMV work and Auction work as well.
- Deal with many customers, Sales consultants, and other associates, as well as Outside Dealers here.
- We work together to deliver a world class experience in Car buying and selling to everyone who does business with us.
- Do everything from Customer Service to Clerical.
- We also do much cash handling.
- Reason for leaving Still employed.

EDUCATION

- High School Diploma - (South High School - Bakersfield, CA)

SKILLS

Microsoft Word, Microsoft Outlook, Microsoft Excel.