

ROBERT SMITH

Jr. Business Operations Associate

E-mail: info@qwikresumc.com

Phone: (0123)-456-789

SUMMARY

Senior Financial Analyst with proven experience partnering with Operations to provide detailed budgets and variance analysis, and with Sales to provide business winning pricing. Leader of process and reporting improvements that standardize and simplify financial analysis. Excellent communication and negotiation skills leading to internal consensus and successful outcomes.

SKILLS

Java, Oracle, Visual Basic, PHP, MySQL Operating Systems Microsoft Office.

WORK EXPERIENCE

Jr. Business Operations Associate

ABC Corporation - 1997 – 2000

- Performed full lifecycle financial analysis on a wide variety of technical projects performed by professional consultants, project managers, and technical personnel.
- Assembled detailed cost estimates for technical projects using labor estimates and work breakdown structures in conjunction with project managers.
- Responsible for pricing state of the art information technology projects and services on both a per unit and time & materials basis, working closely with Business Development Managers to develop pricing strategies to win business.
- Projects involved were for as much as \$5 million for customers including Wal-Mart, IBM, Dell, Wachovia and Freightliner.
- Responsible for performing budget variance analysis on all projects, reporting results, and recommending corrective action when necessary.
- Coordinated and maintained communication with project managers, sales staff, and management to discuss and report project performance.
- Performed financial Q/A checks on Statements of Work for all projects.

Business Operations Associate

Delta Corporation - 1998 – 2005

- Management of customer accounts, including but not limited to invoicing, .
- Auditing accounts to ensure accurate billing and client specific information.
- Handled customer relations for over 70 accounts including invoicing and account resolution.
- Audited accounts to insure correct billing and client specific requirements.
- Provided strategic direction, support, and on-going improvements in production and quality control for post-closing audits and loan suspense .
- Manage total accounts receivable with an Aging in excess of \$3.5 million Manage customer accounts, including but not limited to invoicing, PO .
- Gather the necessary data to assist Management with account specific decisions.

SCHOLASTICS

- Master of Science in Business - (University of Baltimore)