

Robert Smith

Business Operations Associate/Manager

CONTACT DETAILS

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PERSONAL STATEMENT

To obtain a position where I can utilize my instructional design, project management, education, and technology background to help the company achieve its objective of being the best recruiter, trainer. and developer of people.

SKILLS

Exceptional
Communication , Verbal
And Written.

WORK EXPERIENCE

Business Operations Associate/Manager **ABC Corporation - June 2011 - February 2014**

Responsibilities:

- Associate to Managing Members of company.
- Reporting and auditing of Expenses, Receipts & Hours on a weekly basis.
- Invoicing, Accounts Receivable, Accounts Payable via PeachTree and Quickbooks.
- Generated files for new staff; maintained paperwork and communicated with HR Manager.
- Self-managed projects given.
- Researched topics and created reports and/or spreadsheets as requested.
- Independently learned programs specific to the business.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Business Operations Associate **Delta Corporation - 2006 - 2011**

Responsibilities:

- Responsible for the management of customer accounts including but not limited to invoicing, collections, PO tracking and reconciling of customer .
- Managed 100+ accounts with a total accounts receivable over \$4.2 million Accomplishments Created a weekly compliance audit that was adapted company .
- Hanover, MD 21076 -Management of customer accounts, including but not limited to invoicing, collections, PO tracking, customer service and working .
- Responsible for gathering the necessary data to assist Management with account specific decisions -Auditing account specific reports to ensure .
- Managed weekly billing for over 500 contract employees with high visibility clients Monitored over \$4M in accounts receivables on a monthly basis .
- Provided customer service Performed accounts receivables for the Mid-Atlantic & Central Regions Conducted Audits & Processed forms Conducted client .
- Key Responsibilities Responsible ensuring accurate invoicing and accounts receivable collections as well as providing administrative support to the .

REFERENCES

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

Education

M.A. - (School Leadership, Concordia University)