

# ROBERT SMITH

## Business Operations Associate III

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

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### SUMMARY

To secure a challenging Administrative Assistant position that will leverage my educational experience, organizational, problem solving, and administrative skills and abilities; while offering the opportunity for professional growth, and long-term career stability.

### CORE COMPETENCIES

HTML, CSS, Microsoft Office Suite.

### PROFESSIONAL EXPERIENCE

#### Business Operations Associate III

**ABC Corporation - November 1999 – June 2006**

##### Key Deliverables:

- Audit and maintain customer accounts totaling 2.9 million on a weekly basis.
- Duties include auditing the account on a weekly basis using various spreadsheets and queries.
- Resolve issues from the client site and our field office support regarding contractor hours and making sure that theyre applied to the correct job site.
- Send out weekly invoices to the client and reconcile the check when received by our cash department.
- Special Biller, September 2003-June 2004 Audit and maintain customer accounts.
- Responsible for billing contractor hours into the client web based time entry system.
- Resolved issues from the client site and our field office support regarding contractor hours and making sure that theyre applied to the correct job site.

#### Business Operations Associate

**Delta Corporation - 1997 – 1999**

##### Key Deliverables:

- Directly supported the President and Chief Operating Officer Involved in many significant projects presented to customers Exposed to many different .
- Management of customer accounts, including but not limited to invoicing, collections, customer service and working with client to resolve outstanding .
- Auditor for contractor billing and payroll Managed Accounts Receivable with an Account Portfolio in excess of \$36 Million Responsible for gathering .
- Managed total accounts receivable with an Aging in excess of \$3.5-\$4million Handled customer accounts, including invoicing, purchasing order tracking,.
- Audited accounts to ensure accurate billing and client specific information.

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- As a Business Operations Associate my focus was to manage an accounts receivable aging for a sales field office and assure customers remitted .
- Responsible for identifying contractual obligations and clients needs and goals.

### EDUCATION

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Certificate in GSA Audits - (The Federal Contracting Institute Centre)

