

ROBERT SMITH

Commercial General Contractor

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Commercial General Contractor with many years experience in large employer environments and excellent bookkeeping and accounts receivable management skills. Strong interpersonal and communication skills. Adept at collaborating with managers regarding their accounts and helping them resolve invoice and payment issues.

EXPERIENCE

Commercial General Contractor

ABC Corporation - OCTOBER 2003 - 2021

- Worked closely and directly with Owner.
- Included producing monthly in-house financials, budgets, cash flow, complete yearly financial audits with CPAs, General Liability and Workers Compensation audits.
- Implemented and managed Health/Dental/Short Term Disability and 401k Plans.
- Supervised and managed accounting staff and office staff.
- In charged of all Accounts Receivables and any issues that may arise with any clients.
- Stayed in compliance with all State Agencies for Corporation/Foreign Corporation Filings.
- Required specifying, purchasing, rigging and maintaining all vehicles, trailers and equipment in a safe manner.

Commercial General Contractor

Delta Corporation - 2001 - 2003

- Responsible for all internal accounting controls and financial reporting Coordinate monthly close with accounting manager Prepare cash .
- Scheduling, coordination and supervision of on-site workforce Sure Trak, Prolog, Microsoft Office programs and other PC management programs.
- Skills Technical Knowledge, Skills and Ability to perform Air Traffic Services Computer ERAM, ERIDS, DSR, IDS4, Microsoft Office Suite Interpersonal .
- Construction Superintendent Contract Hire Contracted work through Casey Construction to supervise updates to the Denver Public School system.
- Work included multiple schools with scopes such as heat mitigation regarding exhaust roof fans.
- Complete renewal of domestic water lines by removing galvanized piping to copper installations.
- Worked directly with the State of Colorado Fire Prevention on exit signage and life safety to update school egress policies.



EDUCATION

- Associates Of Arts
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SKILLS

Managing Skills, Commercial Skills.