

ROBERT SMITH

Credit Manager/Assistant Branch Manager

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

SUMMARY

Operational and Sales Manager with over 15 years of experience in sales, collections, account management and operations management. I am a proven leader with a reputation for effective team management, training and increasing sales and profits.

CORE COMPETENCIES

Microsoft Office, JDE, Cforia.

PROFESSIONAL EXPERIENCE

Credit Manager/Assistant Branch Manager

ABC Corporation - August 2004 – 2010

Key Deliverables:

- Responsible for reviewing contracts on construction sites which we were awarded and request adjustments to the contractor before signing.
- Responsible for doing cost analysis during bid process before sending bids to customers.
- Responsible for researching contractors for credit worthiness before bidding on any of their invitations.
- Responsible for gathering information monthly in order to get draws out in a timely manner according to each contract.
- Responsible for collecting all monies due for the previous months draw.
- Responsible for all legal documents and notices pertaining to each contract individually.
- Responsible for helping with Accounts Payable when needed.

Credit Manager

ABC Corporation - 2000 – 2004

Key Deliverables:

- A \$140 million subsidiary of Dean Foods Co.
- Managed the credit, collection, and accounts receivable functions; improving accounts receivable and deduction reporting ensuring a thorough analysis of receivable risk and management reporting.
- Ran the credit and receivables integration of a \$100 million acquisition in 1998.
- Received award for Outstanding Achievement Award in Credit Management at 1996 Dean Foods Corporate Credit Conference.
- Received award for Outstanding Management of Customer Credit - Fiscal Year 1993 from Amboy Specialty Foods Co.
- Sales Department at annual sales meeting.
- Facilitated Continuous Improvement Process (CIP) Committee comprised of management and union employees and development of CIP Handbook..

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EDUCATION

B.S. in Business Administration - 1990(S/E Missouri State University)

