

Robert Smith

Disaster Recovery Specialist

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SUMMARY

Having more than 15 years of work experience in accounting and consulting combine, along with a Bachelor of Business Administration in Accounting. Some of the skills include interpersonal, analytical, reconciliation, attention to detail, and accuracy.

SKILLS

Microsoft Office, Disaster Recovery, Time Management.

WORK EXPERIENCE

Disaster Recovery Specialist

ABC Corporation - November 2007 - June 2010

- Managed the Duplication of Benefits Team and performed Quality Assurance checks.
- Fulfilled Duplication of Benefits requests from the Office of Community Development by comparing claims filed by homeowners to data acquired from National Flood Insurance Program and Increased Cost of Compliance.
- Performed Benefit-Cost Analyses to determine the cost-effectiveness of mitigation projects.
- Processed required documentation supporting the expenditure of funds for Louisianas \$30 Million Generator Project.
- Ensured that procurement guidelines were followed in accordance with Title 44 Code of Federal Regulations.
- Made site visits prior to the final distribution of funds.
- Provided technical assistance to the Department of Natural Resources in an effort to distribute \$50 Million among Coastal Restoration projects aimed at restoring shore and wetlands.

Disaster Recovery Specialist

Delta Corporation - 2003 - 2007

- Heavy Machine operation and First Response clean up of hazardous chemical spill sites.
- Restoration of residential and commercial entities damaged by disaster, hazardous chemicals, etc.
- Disaster Recovery, CSR -Collected and analyzed data for compliance with rules and regulations -Documented findings via FEMAs tracking device for.
- Ensured that procurement guidelines were followed in accordance with Title 44 Code of Federal Regulations.
- Made site visits prior to the final distribution of funds.
- Provided technical assistance to the Department of Natural Resources in an effort to distribute \$50 Million among Coastal Restoration projects aimed at restoring shore and wetlands.
- Coordinated resources for shelters and residents affected by flooding at Emergency Operating Center during Hurricanes Gustav and Ike.

EDUCATION

B.S. in Microbiology - (Southern University and A&M College)