

# ROBERT SMITH

## Finance Administrator

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

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### SUMMARY

Results- oriented and multi-faceted professional with extensive experience in Finance and Office Operations. Skilled at developing exceptional client relationships through careful attention to detail, based on practical experience and successful strategies created to improve organizational relationships, cultural alignment and change, and leadership sponsorship. Seeking to integrate a wide range of diverse skills in a new challenging leadership position within a progressive organization.

### CORE COMPETENCIES

ARIBA, Danaher Supplier Portal, COGNOS, ORACLE, Sedona, Microsoft Dynamics, Excel, Powerpoint, Word, Outlook, Access

### PROFESSIONAL EXPERIENCE

#### Finance Administrator

**Dunbar Security Solutions, Inc - September 2014 – Present**

#### Key Deliverables:

- Support the Vice President of Security Systems, as well as the Vice President of Finance.
- Responsible for the approval of time and attendance for employees, which includes human resource administrative responsibilities for existing employees and the distribution and processing of forms and security requirements for new employees.
- Assist and analyze customer and supplier discrepancies, along with performing any necessary adjustments to correct issues.
- Accounts payable - for all three branches within Dunbar Security Solutions, which includes Dunbar Cybersecurity, Dunbar protective services, and Dunbar Security Systems.
- Ensure Faru licenses, liability statements, w-9 forms, and ensure all are kept up to date and processed in a timely manner.
- Responsible for setting up new customers with in Sedona office, so the service mangers can order parts and schedule service.
- Accurately create, produce and distribute installation, service, and recurring invoices in a timely manner.

#### Finance Administrator I

**Danaher Corporation - November 2000 – August 2014**

#### Key Deliverables:

- In charge of training 1,000+ associates on various procurement applications, including Ariba quick source either by webcast, recorded online sessions, or onsite training.

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- Managed and assisted with online auctions, which resulted in huge company savings in the sales of products, as well as establishing preferred hotels and a competitive vendor base.
- Responsible for developing and managing an &quot;in-house&quot; developed procurement application.
- Support corporate procurement staff of 24 with monthly KPI and action plan reports, as well as administrative support as needed.
- Schedule and manage travel arrangements for the Vice President of Procurement, for both domestic and international travel.
- Organizing, scheduling, planning and arranging the annual corporate procurement off-site summit meeting each year, which consisted of booking a block of hotel rooms, deciding on a meeting location and conference space, ordering food, planning dinner and team building events, ordering supplies and give-away items (shirts, lanyards/name tags, etc.).
- Schedule, manage and conduct physical inventory counts within the finance and operations departments.

### EDUCATION

Certificate in Advanced Excel, Access, Word, PowerPoint - 1999 to 1999(Essex Community College - Baltimore, MD)  
Diploma in General - September 1978 to May 1981(Patapsco High & Center For Arts - Baltimore, MD)  
Vocational in Nursing - 1978 to 1980(South Eastern Vocational Center)

