

Robert Smith

Finance Supervisor/Manager

CONTACT DETAILS

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PERSONAL STATEMENT

Finance Management professional with solid experience in higher education. Results driven management style with sound leadership skills and analytical background with experience in first-rate client/customer interaction focused on cost reductions and continuous improvement.

SKILLS

Tax Preparation,
Accounting.

WORK EXPERIENCE

Finance Supervisor/Manager **ABC Corporation - 2004 - 2010**

Responsibilities:

- Responsible for financial management for over 1300 students including state grants and institutional scholarships for over \$22MM of Title IV federal grants and Family Federal Loan Program to meet student financing goals on average of 80% or higher.
- Guided hiring process and training of staff responsible for loan certification and approval, U.S Department of Education requirements for verification, GAO regulations regarding student financing and for the Re-packaging department.
- Conducted and provided annual federal/state audits to increase the viability of revenue-generating centers and policy revision.
- Maintained the organizations compliance with all federal and state regulations on the monthly entrance and exit counseling.
- Managed staff of seven, including training and development leading to a higher position at other higher education institutes.
- Examined, and verified student packages/documentation information to determine Title IV fund eligibility-include processing and completing \$500,000 or more of Grant Funding for students daily.
- Audited student files to ensure compliance with the department of education guidelines.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Finance Supervisor

Delta Corporation - 1988 - 1991

Responsibilities:

- Responsible for the creation and implementation of annual income plans for upper management.
- Responsible for monthly projections, reporting, and analysis of the US company-owned restaurants.
- Creation of detailed CSO reporting for upper management by operational level and employee Creation of Historical Trends report which analyzes current.
- Direct the preparation of dashboard reports and financial reporting packages for upper management.
- Responsible for finance functions including Accounts Receivable, Accounts Payable, Project Management and Payroll Reviewed all contracts in order.
- FINANCE SUPERVISOR Promoted after initial onboarding as a Post-MBA

Summer Intern to support opening the Argentina market, eventually growing to over \$.

- Analyzed pricing, cost reductions and promotional investment.

Education

Project Management Professional - 2012(Georgia State University - Atlanta, GA)