

ROBERT SMITH

Licensed Contractor

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To obtain a professional Licensed Contractor position in accounting or finance where I can contribute my skills and experience as a Government contractor to help the company achieve its objectives.

EXPERIENCE

Licensed Contractor

ABC Corporation - JUNE 1999 - MAY 2013

- Maintained invoices, receipts and weekly time reporting for the CPA to complete the yearly taxes for the company.
- Handled child support garnishments and payments for employees.
- Completed bid requests and Bank generated loan requests for prospective home builders.
- Trucked Company Weekly Payroll, DOT Compliance, maintain Driver files - including hiring, drug testing, record keeping, quarterly tax reporting, driver logs, vendor files, truck maintenance files, all work associated with running a trucking company.
- Processed all work orders, ordered all supplies, and maintained all inventory and stocking of supplies.
- Worked as a Customer Service Representative in the Main Office.
- Operated as subcontractor specializing in assessment and repair of storm damaged properties.

Licensed Contractor

Delta Corporation - 1995 - 1999

- Custom Cabinets & - Managing a Crew of 7+ & - Trim & - Ordering material & -Payments & -All phases of construction & Skill Employment Lugoff, SC.
- Managing all day to day operations of the company.
- Coordinated and supervised the work at construction sites from early development to final product.
- Oversaw aspects of hiring and firing contractors, subcontractors.
- Bid on and negotiated work contracts.
- Metal roof installations, framing, concrete, windows, doors, patios and additions.
- Licensed Contractor.

EDUCATION

- Associates Of Arts



SKILLS

People , Adequate With Computers, Event Planning.