

ROBERT SMITH

Associate Manager Of Administration

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

SUMMARY

Innovative, enthusiastic, and uncompromising work ethic. Honest and energetic, a solid commitment to follow-through, and a good sense of humor. Able to acquire skills quickly and successfully take on new challenges.

CORE COMPETENCIES

Process Improvement System Design And Testing Data Analysis Helpdesk Support And Integration Quality Management Trend Analysis Human Resources Payroll.

PROFESSIONAL EXPERIENCE

Associate Manager Of Administration

ABC Corporation - November 2001 – May 2003

Key Deliverables:

- Directed report to the CEO and President of Helius, Inc.
- Responsible for weekly presentations to Executive Staff Committee.
- Wrote personnel policies, travel policies, and sales plans.
- Reviewed and edited contracts.
- Prepared presentation to Board of Directors for CEO.
- Managed all office and operations staff.
- Prepared payroll and state audit paperwork.

Manager Of Administration

Delta Corporation - 1998 – 2001

Key Deliverables:

- Supervised 20 employees that processed and managed personnel and payroll records for 2,000 or more employees using PeopleSoft software system .
- Processed accounts payable and receivable, processed payroll, maintained fixed asset ledger and depreciation schedule, reconciled balance sheet .
- Directed services for global health insurance company with staff of 63 and budget of \$19 million.
- Decreased sales and marketing costs by 10 points while increasing revenue Consolidated in-house sales into a single organization Redesigned customer .
- Oversight of general office needs for Bay Area and remote offices Manage office vendors, and handle all office needs regarding furnishing and .
- Reduction in Force Position Elimination Accountable for the efficient and effective operation of the Federal Government Affairs Washington, DC .
- This is Dummy Description data, Replace with job description relevant to your current role.

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EDUCATION

Bachelors of Arts in Political Science - (Brigham Young University - Provo, UT)

