

# Robert Smith

## Bookkeeper, Office Manager

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
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[www.qwikresume.com](http://www.qwikresume.com)

### **PERSONAL STATEMENT**

Posses of 5 years of progressive experience as an Office Manager. Leveraging HR and business management skills within the academic, healthcare and nonprofit sectors.

### **WORK EXPERIENCE**

#### ***Bookkeeper, Office Manager***

**ABC Corporation - July 2015 - August 2016**

##### *Responsibilities:*

- Compile data from various financial systems to prepare comprehensive reports and spreadsheets, audit distributions, and verify funding sources.
- Serve as an interim laboratory manager, manage inventory of equipment to ensure efficient use, process procurement of supplies, ensure regular configuration/testing of lab machines.
- Support staffing through coordinating recruitment, new hire relocation, and onboarding, payroll processes, credentialing of faculty, and facilities space reporting.
- Prepare online payroll certification for 20 employees including faculty members and lab assistants.
- Executive administration provide support to 2 department co-chairs to include preparation of budgets and reports.
- Arrange and coordinate national and international travel for faculty, staff, and guests for conference and symposiums.
- Plan and conduct meetings and special events for the college of pharmacy & USF.

#### ***Payroll Specialist***

**ABC Corporation - June 2011 - June 2015**

##### *Responsibilities:*

- Manage the payroll process, utilizing time and attendance systems and ensuring compliance with state laws and organizational policies.
- Prepare timesheet data for submission, obtaining necessary approval signatures.
- Financial management maintain general ledger accounts including reconciliations and monthly accruals.
- Compile financial reports for department chair, directors, senior accountant and cfo.
- Monitor provider and clinical productivity regarding clinical space and finance, reporting findings to CFO.
- Process invoice payments across multiple accounting systems and clinical supply orders for research lab/IVF andrology lab.
- Ensure faculty compliance with USF physicians group and Morsi college of medicine/FL board of medicine policies and leave procedures.

### **SKILLS**

Procurement, Accounts Payable, Administrative Support, Account Management, Space Planning, Non-Profit, Microsoft Office, Editing, International Business, Meeting Planning, Event Planning, Travel Coordination, Medical Education, Organizational Development, Office Management, Kronos, Sharepoint, Peoplesoft, Amion, and ERAS.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

## Education

Some Credits towards Bachelors in Business Administration -  
2004(Keiser University-Ft Lauderdale/ Strayer University -Wash  
DC)Diploma- (Bishop Luers)Associate- August 1988(Southern Arkansas  
University - Magnolia, AR)