# ROBERT SMITH

## Business Office Specialist

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## SUMMARY

Looking forward to work in hospitals where I can gain up my experience to help patients. Learn new things from people who are working as a long time. Looking toward improving myself and getting interesting things from real life.

## SKILLS

Microsoft Office.

## WORK EXPERIENCE

### Business Office Specialist

ABC Corporation - 2009 – 2011

- Answered main line to Purchasing department and routed calls to the appropriate buyer.
- Planned and scheduled meetings, responded to various inquiries both external and internal, managed communications via e-mail, phone calls, etc.
- Organized and accurately maintained filing systems of confidential information.
- Reviewed, analyzed, and reported on periodic expenditures.
- Accurately entered confidential vendor information into financial database for approval.
- Logged, entered, and distributed time-sensitive bids, purchase orders, and requisitions to the buyer.
- Created correspondence, reports, and informational documents utilizing Microsoft Office Suite.

### Office Specialist

Martin Luther King Jr. High School - 2006 – 2009

- Provide Human Resource and liaison support to staff with Health Insurance, Payroll, Workman Compensation, Short and Long term care.
- Include but are not limited to handling all accounting procedures and principles; banking procedures.
- Reconcile end of the month Bank and Visa Card statements.
- Manage accounts receivable and payable for the school.
- Skills and Software computer knowledge includes Microsoft word, Excel, Term/Gui application used for payroll, receiving, and ordering supplies.
- Install software, and printers for staff.
- Manage one million dollar budget for the school, which includes local, state, and federal funds..

## SCHOLASTICS

- B.S. in Interdisciplinary Studies - (Norfolk State University)

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