

ROBERT SMITH

Jr. Parish Administrator

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SUMMARY

Seeking a position where able to utilize experience in business strategy, developing and retention of employees, providing leadership, and building and maintaining strong working relationships for the best of the company.

SKILLS

Microsoft Word, Excel, Power Point, 10-key Touch, PC, Phone , Quickbooks Software, Printers, Oracle, Netscape.

WORK EXPERIENCE

Jr. Parish Administrator

ABC Corporation - July 2015 – September 2016

- Produced annual parish directory.
- Maintained voicemail system.
- Processed all mail/email in and out of the building.
- Entered financial entries on a daily basis into the ACS Financials Software.
- Printed and signed checks for all accounts payable.
- Entered contributions weekly into the ACS People Software.
- Made any calls necessary to maintain the church facilities.

Parish Administrator

Delta Corporation - 2014 – 2015

- Am supervisor of one, coordinate several volunteers and oversee the operations of the church bulletin hymn sheet inserts, weekly announcements, .
- Maintain a calendar that shows use of floor space within the church for various groups to meet throughout the week, arrange quarterly inspections and .
- Provided administrative support in all aspects of the church office including initial point of contact, both in person and by phone, to all visitors .
- ensuring all office machines are in proper working order - including computers/phones/fax/copies//printers.
- supervising and managing buildings and grounds personnel and supplies vendor management of key suppliers coordinating facility calendar and acting as .
- Duties included Managing the Parish office including all clerical and administrative needs of the Priest and/or church members, accounts payable, .
- Coordinator of all aspects of administration Primary duties include design and content of bulletins, updating calendar Created Excel spreadsheets and .

SCHOLASTICS

- Bachelor in Applied Arts and Science in Business Emphasis - 2011(TEXAS A&M UNIVERSITY - San Antonio, TX)