

ROBERT SMITH

Staff Associate I

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Seeking opportunity to utilize current knowledge and experience, and allowing for growth and expanded challenges. Knowledge and training include 15 years of executive support reporting to senior management.

EXPERIENCE

Staff Associate I

Corporate Insurance - JANUARY 2011 - 2020

- Managed and processed all invoice payments for Sooner Insurance Company, COP Corporate Programs, OCIP renewal invoices, Protection & Indemnity (P&I) Insurance, and Marine Liability Policies.
- Prepared all Self-Insurance and Certificates of Insurance for ConocoPhillips Company.
- Prepared all Certificates of insurance for Sooner Insurance Company.
- Maintained active Claims and Policy databases.
- Maintained Outside Directors & Officers databases.
- Managed all Passport and Visa requirements of international travel.
- Communicated efficiently with patients, physicians, nurses, and technicians.

Staff Associate

Delta Corporation - 2008 - 2011

- Account reconciliation General ledger maintenance Fixed asset maintenance Preparation of journal entries Payroll reconciliation Preparation and .
- via Rodefer Moss & Co., PLLC and prior temporary positions and internship.
- Works - United States Steel Corporation Initial position with company which entailed personal development programs and actual operations hands-on .
- Trained in USS policies and operations practices.
- REFERENCES References, letters-of-recommendation and past job performance appraisals available upon request.
- This is Dummy Description data, Replace with job description relevant to your current role.
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EDUCATION

- Bachelor of Science in Business Management - (University of Phoenix)



SKILLS

Excel And Powerpoint.