

Robert Smith

Timekeeper/Analyst

CONTACT DETAILS

1737 Marshville Road,
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PERSONAL STATEMENT

Exceptional professional with experience in account management, supporting sales, timekeeping. Built a strong reputation as a dedicated, resourceful, team player and to provide excellent customer service.

WORK EXPERIENCE

Timekeeper/Analyst

ABC Corporation - October 2001 - July 2002

Responsibilities:

- Timekeeper Responsible for gathering timecards & all related material.
- Date stamp & organize or distribute to correct dept. Entered work orders in job cost & contract modules.
- Figured the cost of jobs not to go over the limit, got a new number if it did.
- Entered cards in payroll, making sure entry & payroll sheet totals balanced, if not, found out where it was off & did what was necessary to fix.
- Ran timesheets & separated to go to the field to be signed & kept a copy in office for Billing Clerk.
- Helped Billing Clerk, figured jobs to be billed, ran workups when Billing Clerk was not there, tore invoices apart & got ready to mail or send out to the field.
- Prepare routing documents for internal and external shipping as well as receiving.

Timekeeper

ABC Corporation - 1998 - 2001

Responsibilities:

- Timekeeper Reviewed employees time and production records for completeness ensuring correct job codes, work orders and hours worked.
- Prepared timesheets for designated project.
- Interacted with internal customers to ensure all incoming and outgoing timesheets and personnel data were processed in a timely fashion.
- Prepared and updated personnel lists for Project Manager.
- Audited and verified timesheets against project manning lists and attendance/leave reports.
- Processed equipment and labor invoices for client billing showing man hours worked on each piece of equipment.
- Implemented filing system..

Education

High School Diploma - (Lakeview High School)

SKILLS

Microsoft office, Excel, Word, Power point SAP.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

