ROBERT SMITH

Trustee/Co-ordinator

info@qwikresume.com | https://Qwikresume.com

Highly ambitious employee with background in sales, marketing and advertising. Expertise in market analysis, forecasting and client needs assessments. Experienced employee professional with strong leadership and relationship-building skills.

JANUARY 2012 – 2019

TRUSTEE/CO-ORDINATOR - NORFOLK

- Serves as liaison between members of the church congregation and church leaders.
- Represents and articulates the congregations interests.
- Responsible for financial duties making sure the church can meet its annual financial goals.
- Consulted before the church enters into a contract or financial agreement.
- Prepares regular financial reports about the state of the church.
- Responsible for the maintenance of church property and ministry.
- Reviewed and prepared cases for confirmation including communication with attorneys and attendance at court hearings to resolve issues.

2009 – 2012

TRUSTEE - ABC CORPORATION

- Daily general office duties including accounting, filing, typing and retrieving mail from the post office daily.
- Used Quickbooks and Excel.
- Responsible for settlement summaries, daily money deposits, paying the clients bills and making payment to clients.
- Daily reports done in a timely manner.
- Balancing money on a daily basis.
- Skills Used Typing, using Quickbooks and Excel..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Master's in Public Administation - (Troy State University - Troy, AL)

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SKILLS

Office Suite, Communication Skills.