**Company Manager**

ROBERT SMITH

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Alabama.

# Objective

Looking to branch out securing a position in order to utilize administrative, financial, bankruptcy and foreclosure servicing, managerial and interpersonal skills.

# Skills

Type 125-130 Cpwm, Windows, Microsoft Office, Adobe.

# Work Experience

## Company Manager

**ABC Corporation** ­ January 2015 – July 2016

* Prepare and negotiate cost estimates, budgets and schedule work to be completed by employees.
* Interpret and explain contracts and technical information to workers/customers and other

professionals on and off of job sites.

* Respond to work delays and other problems and emergencies. Select, hire and instruct laborers and subcontractors.
* Comply with legal requirements, building and safety codes and other regulations.
* Maintain office by organizing office operations and procedures, preparing payroll, controlling correspondence, reviewing and approving supply requisitions.
* Manage contracts and invoices to ensure that monies are received and sent out in a timely

manner.

* Correspond with the company owner to ensure that all budgets, licenses, insurance, and other necessary requirements are met to remain operable.

## Company Manager

**ABC Corporation** ­ 2011 – 2015

* Oversaw all company operations and functions.
* Drafted project cost estimates using Xactimate and ScanER software.
* Maintained schedule, work breakdown structure, budget and scope of projects.
* Maintained and procured inventory of all materials needed for current and future project completion.
* Created and fostered relationships with and between clients, vendors, and staff.
* Authored, promoted and marketed organizational services to existing customer base and prospective clients in order to grow business share.
* Used QuickBooks for data entry on the following activities Accounts Payable/Receivable Cash

Flow Analysis Settlement Statements Billing Payroll Conducted all Human Resource actions to include Recruitment and Interviewing, On-Boarding / Off-Boarding.

# Education

Certified Nursing Assistant - 2013(Technical College of Lowcountry - Beaufort, SC)