

## Company Manager

# ROBERT SMITH

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## 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 Cpm, 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)