**General Manager II**

ROBERT SMITH

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# Objective

11 years of experience as a General Manager. Highly skilled at increasing productivity through detailed cost analysis. Seeking To obtain a position in an industry that can utilize my skills, strengths, knowledge, and experience to grow together.

# Skills

Microsoft Office And Quick Books Software. Management, Executive And Administrative Assistance, Market Research, Office Management, And Human Resource Organizational.

# Work Experience

## General Manager II

**ABC Corporation** ­ September 2007 – June 2013

* Identified operational processes inefficiencies and recommended necessary improvements.
* Facilitated month-end closing processes, invoicing, journal entries and account reconciliations.
* Review monthly financial results with partners and identify opportunities to improve profitability.
* Attended weekly meeting with revenue management to position the hotel with a strong

market share.

* Responsible for the accounting department, including financial reporting, cash, accounts payable, accounts receivable, payroll, intercompany, fixed assets, and operational/cost accounting.
* Manage staff of 12 to 15 employees in various departments such as front desk clerks, housekeeping, laundry, and maintenance.
* Work closely with the partners and local banks regarding an annual line of credits and terms

and conditions.

## General Manager

**ABC Corporation** ­ March 2002 – August 2007

* Streamlined spending analysis to a more accurate, efficient and automated process.
* Supplied necessary industry and market research to target new businesses.
* Manage 12 employees in various departments and was responsible to train them.
* Maintained and updated all accounting records with special attention to accuracy.
* Included in that was a/r, a/p, payroll, f/a records and all general accounting for the hotel.
* Maintain all financial records, general bookkeeping, and processing payroll.
* Dealt with franchise implementation of new brand standard roll outs and the deadlines of all the programs.

# Education

BBA in Accounting And Finance - (Brighton Polytechnic - Brighton)Accounting And Finance - (Melton Mowbray High School - Melton Mowbray)