

Robert Iyall – Walker

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Summary

I'm a results-driven employee with over 13 years of experience analyzing and creating cutting edge business plans. Charismatic with proven history of developing producing business proposals and personally winning major new accounts. Dedicated to detailed analysis, critical thinking and maximized use of computer technology to exceed goals. Looking for an opportunity to use my full skillset.

Skills

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| <ul style="list-style-type: none">• Forecasting & Revenue Growth• Accounts Payable/ Accounts Receivable• Data Analytics• Contracts/ Contract Negotiations• Budgeting & Proposals• Human Resources | <ul style="list-style-type: none">• Project Management• Talent Procurement• Customer Satisfaction• Marketing Plans• Office Management |
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Experience

Prestige Post-Acute Rehabilitation Center |
Centralia, WA

Business Office Manger

10/2020 – 06/2021

- Managed Accounts Payable/ Accounts Receivable for all residents
- Handled insurance companies' questions, submitted on time billing.
- Maintained residents' financial records, applications for Medicare and Medicaid.
- Increasing monthly revenue by doing weekly collections of accounts.
- Organized and created office managed and standards for holding financial files.
- Prepared monthly financial statements for review of Executive Administrator.
- Managed processes to oversee resident demographics, charges, insurance payments, and private payments
- Decreased backlog of outstanding accounts,

AestheticsPro Online | Lacey, WA

Sales & Marketing Manager

09/2015 – 03/2020

- Strategically managed revenue streams by establishing sales targets, deployment strategies and go-to-market initiatives to aid with projected growth and forecasting.
- Performed market research, shop competition, built analysis and created and boosted social media campaigns to assist in increasing social media in tractions and sales results.
- Participated in the recruitment and interviewing of qualified candidates, using a variety of social media and job boards to seek qualified talent, reducing employee turnover and increasing overall productivity.
- Created and adjusted policy and procedures for the department and company

- Performed webinar demonstrations of products to new and existing customers in an effort to increase interest and sales
- Research and resolved technical software issues over the phone, through ticketing system and email, regularly identifying problems, researching answers, and guiding clients through corrective steps, ensuring a high level of client satisfaction.
- Leveraged industry, competitor and product knowledge trends to shape value-added solutions and approaches.
- Pursued sales deals by qualifying clients, building individualized proposals and preparing final contracts.
- Edit and create company communication about new items.

Great Wolf Lodge | Grand Mound, WA

Inventory Controller

06/2013 - 09/2015

- Handled the accounts payable, receivable, account coding, account reconciliation for retail and spa,
- Analysis of general and capital retail accounts
- Ordered inventory under firm criteria, ensuring that all inventory was keeping in line with or below budget.
- Created custom reports to help track sales and discounts used on a consistent basis.
- Performed payroll duties by tracking and adjusting employee hours as needed
- Updated all changing displays based on trends and seasonality to drive sales and generate further interest.
- Resolved complaints and eliminated delays by collaborating with vendors and updating strategies.
- Assessed current inventories and brought in supplies to keep stock within optimal levels for expected demands.
- Verified prices and computed totals to complete accurate invoices.

Best Western Park Place Inn & Suites |

Chehalis, WA

Night Auditor

05/2007 - 12/2012

- Created custom reports for a variety of purposes including and not limited to; tracking cancellations, monthly/yearly rooms forecasting, and filing vendor information and data management and performed other clerical duties.
- Identified business trends to adjust room rates depending on each month and season.
- New employee orientation, training and development
- Drafted letters, memos, and contracts for clients and management, and completed cash and credit card transactions.
- Completed all nightly updates to hotel rates and individual room charges.
- Handled night audit paperwork, verification of daily room occupancy and hotel revenue reviews.
- Monitored budgets, revenue, expenditures per department,

Education and Training

Southern New Hampshire University | Manchester, NH

Bachelor of Science in Business Administration