**Charles V. Butler**

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**Job Objective:**

Highly-dedicated, well-organized, and experienced business administration professional seeking a senior position with a company to use my expertise in understanding clients' needs, and ensure effective functioning of business processes.

**Summary of Skills:**

* Sound knowledge of standard business practices, entrepreneurial principles, and sales tactics required for maximum profit generation
* Proficient in purchase order management, expense management, and handling travel arrangements for staff and executives
* Strong organizational, communication, computer, and problem-solving skills
* Skilled in setting, executing, and assisting in achieving business goals and objectives
* Ability to work with different personnel from various backgrounds, and handle work pressure
* Exceptional leadership qualities with ability to motivate team and assist in achieving success

**Work Experience:**

Business Administrator

RR Donolley Incorporation, Houston, TX

December 2016 – Present

* Supervising the team for daily execution of administrative duties
* Collaborating with section project managers and verifying information with business support analysts to maintain a log on the progress report
* Establishing and executing business strategies for entire inter-cross departments
* Supporting managers for developing a system to establish a process that assesses the product performance as stated in contract agreement for clients and resolving issues in minimal time
* Performing monthly analysis to prepare complex financial and statistical reports for the senior management
* Participating in the hiring and training of new business staff, and explaining them about the company policies and procedures
* Supporting the finance team, and providing input for setting budget for the organization
* Researching and initiating implementation of technology in administration for improving efficiency

Business Administrator (Entry-level)

Avenica Group of Industries, Houston, TX

March 2014 – November 2016

* Reviewed contracts and agreements, and selected best vendors for the company
* Analyzed production process, evaluated quality of products, and devised strategies to attract customers
* Developed a good understanding of critical business needs and assisted the team in planning appropriate strategies that helped in enabling fast decisions
* Interacted with clients on phone or in person to understand their business needs and prepared accurate project reports
* Collaborated with sales and marketing team to brainstorm new techniques thereby increasing clients by 26% in the first quarter
* Coordinated with third-party ad campaigns to promote company products, and setup senior executive or managerial meetings with the prospective clients
* Assisted in maintaining records of financial transactions, and executed account reconciliations for the concerned department

**Internship:**

Business Administrator Intern

Avenica Group of Industries, Houston, TX

August 2012 – February 2014

* Provided required support to the development team, and human resource department by performing daily administrative duties
* Prepared, maintained Excel Spreadsheets for more than 200 clients, and kept their records updated in the database
* Dispatched monthly-invoices to clients and send them reminders by emails and phone calls for payment
* Participated in monthly meetings and provided input on improving administration efficiency
* Coordinated with the marketing and sales team to educate clients about the company's products and services
* Implemented strategic plans as instructed by the supervisor in the business cycles, and made necessary changes as required

**Education:**

* Bachelor's Degree in Business Administration  
  University of Houston, Houston, TX   
  2012

**Reference:**

On request.