

# **Robert Fricke**

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High Point, NC 27265  
(336)688-2394

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**OBJECTIVE:** Business Management/Analyst where I use my effective skills in professional communications, critical thinking, and precision details.

**EDUCATION:** **Bachelors of Science – Business Administration, International Business/Human Resources, Forensic Accounting**  
**Guilford College Greensboro, NC Dean’s List-2009 3.8 GPA**

Associates of Applied Science - Business Management  
Guilford Technical Community College Jamestown, NC.

Courses include: Financial Management International Business Finance  
Cost and Forensic Accounting Business and Human Resource Law  
Business Management and Communications Statistics and Capital Markets

**EXPERIENCE:** **Lead Manager, May, 2008 to September, 2009**

**Landmark Aviation, Winston-Salem, Greensboro, North Carolina**

- Managed system operations, safety systems and procedures
- Coordinate and delegate duties with assigned team members
- Lead contact for customer needs and concerns
- Documented operational difficulties per procedures in company manuals.

**Manager, Travel & Transportation. July 1995 to March 2008**

**Old Dominion Freight Line, Inc. Thomasville, North Carolina**

- Successful direction and management of department, operations, accounting planning, dispatching, and scheduling. Oversee corporate travel functions
- Precise supervision of maintenance of equipment, forecasting, and record-keeping of department equipment records.
- Establish government permits, renewals and vendor and supplier contracts
- Successfully managed department accounting, P+L, leases reconciliation A/P, A/R, budgets, expense reports. \$1 million gross revenues in 2006, 2007, with costs 30% below industry average
- Developed, revised, & conducted annual/initial & recurrent training programs, procedures, and policies. preventative maintenance programs

**SKILLS &** \* Proficiency-Microsoft Office, Windows XP, and internet applications.

**ACTIVITIES:** \* Habitat for Humanity, youth activities, Explorer advisor, Community Outreach