

# ROBERT SMITH

## Senior Account Coordinator

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Versatile, results-oriented professional with a strong track record of performance in a high paced company. Excellent interpersonal skills, capable of multi-tasking on several projects simultaneously. Exceed in customer/client expectations and experience.

## EXPERIENCE

### Senior Account Coordinator

#### Ingram Micro Mobility - JULY 2013 - 2019

- Perform analysis to drive optimal business processes.
- Leads weekly status calls with the customer and with the internal team.
- Able to negotiate and compromises while representing the best interests of the project at all times.
- Leads large, multi-disciplined teams in the delivery of new business start-ups and other projects.
- Assembles project schedule from base information and is responsible for working with each functional area for developing their portion of the schedule (IT, Engineering, Operations, Finance, HR, Safety/Security, Contracts, etc).
- Establishes resource plan, schedule, budget, risks analysis, and acceptance criteria.
- Uses good judgment on when to escalate issues and options.

### Account Coordinator

#### ABC Corporation - 2008 - 2013

- Assisted in managing promotional projects for Frito-Lay and American Airlines.
- Monitored submissions and managed fulfillment for Lays and American Airlines campaigns.
- Responsible for all text-based submissions while on Lays.
- Responsible for optimizing and problem solving for campaign while on American Airlines.
- Collaborated with other internal teams.
- Participated in and contributed to weekly brainstorming sessions for various TMA clients and campaigns.
- Participated in Frito-Lays Culinary Gold Standard.

## EDUCATION

- High School Diploma in Word, , Excel, Outlook - (Tarrant County

Community College)

## **SKILLS**

Microsoft Office, Cision, Social Media Marketing.