

Robert Smith

Account Coordinator I

PERSONAL STATEMENT

3 years of experience as an Accounts Coordinator. I have studied and worked in various positions including, but not limited to, customer service, medical assisting, brand management coordinator, restaurant server and small business manager. I am currently looking for an office position within the city of Vancouver or other nearby cities in Washington state.

WORK EXPERIENCE

Account Coordinator I

ABC Corporation - August 2013 - June 2015

Responsibilities:

- Sourced ideas for customer events, provided pricing and availability, confirmed specifications and art for orders with both customer and vendor.
- Submitted orders, retrieved confirmations, supplied customers with tracking, ensured order quality was up to standard.
- Managed inventory for current accounts, created and submitted inventory agreements to customers.
- Effectively managed several accounts with minimal assistance.
- Was able to fill in for other co-workers without prior training on their specific account details.
- Ability to multi-task in a time sensitive and deadline driven work environment.
- Ability to work within a team with shared responsibilities or individually.

Customer Service Representative

ABC Corporation - July 2012 - August 2013

Responsibilities:

- Responsibilities assisted customers via phone and email with warranty issues.
- Accomplishments created a database of canned text as well as a knowledge base for other associates to refer to.
- Experience creating and editing training manuals and brochures for customers.
- Ability to multi-task in a time sensitive and deadline driven work environment.
- Comfortable collaborating with other departments to resolve conflict and exceed client expectations.
- Scheduled surface pickup, delivery, or distribution of products or materials.
- Maintained accounting records of property disposal activity.

Education

Certificate in Permaculture - 2016(Oregon State University)Certificate in Master Gardener - 2016(Washington State University - Vancouver, WA)Technical in Certified Nursing Assistant -

CONTACT DETAILS

1737 Marshville Road,
Alabama
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SKILLS

Ability To Self Prioritize Workload, Inventory Management, Office Administration - Filing, Fax, Email, Multi-Line Phone Systems, Confidential Information / HIPPA, Excel, Customer Service, Data Entry, Account Management, Brand Management, Detail Oriented, Dependable, Filing, Faxing, Fast Learner, General Office, Internet, Internet Research, Kronos, Demand Bridge, Talisma, Microsoft Office, Microsoft Word, Ms Word, and MS Office.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

