

Robert Smith

Account Coordinator

CONTACT DETAILS

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PERSONAL STATEMENT

10 years of experience as an Account Coordinator. Supervision and training experience. Seeking to secure a position with an establishment that has an opportunity for growth and development.

WORK EXPERIENCE

Account Coordinator

ABC Corporation - August 2011 - November 2016

Responsibilities:

- Responsible for monthly cost analysis of all units under the current boat.
- Provide client satisfaction by minimizing costs and encouraging account growth.
- Maintained communication with clients regularly, providing them cost updates, technical support, and other account-related reports.
- Works with units when vehicle support is not available to secure alternate vehicle support to ensure mission completion.
- Record keeping for all vehicle damages as well as unit notification of unusual charges to their accounts.
- Responsible for the minutes of garrison meetings, as well as data collection.
- Cross trained as a dispatcher to assist in daily mission support, and bi-annual vehicle accountability.

Computer Repair Technician

ABC Corporation - May 2006 - July 2011

Responsibilities:

- Daily monitoring of more than 20 computers for several local businesses.
- Responsible for monthly cleanings, software updates, hardware installation, and upgrades.
- Took care of any software needs for the customers, including thorough testing.
- Would perform monthly software and bookkeeping backups for all companies worked with.
- Disassembled units to diagnose issues and repair equipment for customers.
- Recorded maintenance and repair work performed on units.
- Trained several employees in proper handling and procedures for the company.

Education

High School Diploma - (Sandhills Community College) Diploma- (Dallas Fashion Merchandising College - Dallas, TX) Master Of Science in Marketing - (Georgia State University - Atlanta, GA)

SKILLS

Javascript, Technical (Microsoft Office Suite, All Windows OS Before 10, Windows Server 2003) Proficient In Visual Basic Secret Clearance, Adobe InDesign, Photoshop, Acrobat, PrintSmith, and Quark XPress.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

