

Objective

Seeking an Admin Coordinator position with an outstanding career opportunity that will offer a rewarding work environment along with a winning team that will fully utilize management skills.

Skills

Microsoft Windows, SharePoint, Customer Service, Data Entry, Light Bookkeeping.

Work Experience

Admin Coordinator

ABC Corporation - June 2012 – November 2014

- Responsible for maintaining current information for several hundred projects that are being installed by ADP Dealer Services in the United States.
- Decreased number of ADP Associates calling clients for Forms Collection by heading up the Centralized Forms Collection Process.
- Collected and processed/distributed all forms necessary for an implementation to take place.
- Collaborated with ADP business partners in new endeavors.
- Documented new processes and continue to develop them on an ongoing basis.
- Drafted and presented new process information.
- Assisted Project Managers with Forms Collection.

Admin Coordinator

Delta Corporation - 2016 – 2017

- Kept up with the current backlog, data entry, contacting vendors, order confirmation, e-filing, incoming purchase order faxes, greeting visitors.
- Used organizational skills to multitask several different duties in the office.
- Able to meet the data entry requirements for the position.
- Assisted with various tasks and roles in customer service.
- Worked with customers regarding billing, contract, sales, and additional concerns assisted.
- Coordinated a team of field medical coders.
- Contacted physicians to schedule audits, assigned coder, sent in the necessary paperwork, maintained coders.

Education

High School Diploma - 2010(Columbia County Mobile Operations Center)