ROBERT SMITH

Admin Coordinator

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Admin Coordinator with 3+ years of experience in maintaining inventory levels for assigned department and processing information of the unit to include ordering supplies, equipment, maintaining current records and statistics as they apply to the department/staffing, etc,.

CORE COMPETENCIES

Negotiation skills, Interpersonal, and Communication Skills, Team-Management Skills.

PROFESSIONAL EXPERIENCE

Admin Coordinator

ABC Corporation - June 2012 – November 2014

Key Deliverables:

- Created and updated Presentations, Excel spreadsheets, Word documents, Access Databases.
- Reviewed and entered orders and completed jobs in BF Retail and Navision.
- Prepared daily bank deposits.
- Updated BF Retail and Navision with all deposit and payment related data.
- Tracked accounts receivable and conduct collections activities.
- Prepared and maintained petty cash expenses and replenishment reports.
- Prepared payroll and submit manager-approved information to the payroll department.

Admin Coordinator

Delta Corporation - 2016 – 2017

Key Deliverables:

- Performed monthly record retention maintenance for the Operations.
- Made sure to run the rotation properly with sales reps.
- Included time and date, premiums, as well as matching names with IDs.
- Coordinated the preparation of annual budget, reviews monthly budget, reviews and researches variances
- May coordinated group lease cars requirements and activities (at International Locations)
- Assisted with facilities space planning or office set-up. May screen and prioritize manager’s mail and email
- Assisted in the orientation and onboarding of new administrative assistants and other staff.

EDUCATION

2259 Oak Street, Old Forge, New York, 13420

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High School Diploma in Art Club President - 1994(Columbia County Mobile Operations Center)

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