

Administrative Services Coordinator

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ROBERT SMITH

Phone: (123) 456 78 99

Email: info@qwikresume.com

Website: www.qwikresume.com

LinkedIn: linkedin.com/qwikresume

Address: 1737 Marshville Road,
Alabama

Objective

To obtain an Administrative Services Coordinator II position that utilizes my 11 years management experience, strong interpersonal and communication skills and my ability to contribute extensively to team work.

Skills

ACCESS, ADOBE PHOTOSHOP, EXCEL, INTERNET EXPLORER, MICROSOFT OFFICE

Work Experience

Administrative Services Coordinator I

Wake County Sheriffs Office - March 2006 – Present

- Responsible for the oversight and management of multiple departments and sites visitation, business manager and mailroom operations for the wake county detention facilities.
- Research issues and develop policy and procedures for visitation and mailroom operations.
- Coordinate various hr duties for 10 full-time employees (FTE), including timesheets, evaluations, training, scheduling, and onboarding new team members.
- Supervise and monitor performance for 10 FTE, including providing input on hiring/disciplinary actions, work objectives/effectiveness and realigning work as needed.
- Provide various law enforcement agencies and court systems with visitation records and recordings as needed.
- Investigate and respond to inmate requests/grievances through the jail atm system.
- Conflict management, daily duties include interactions with individuals that may be highly stressed and or unfamiliar with current processes.

Accounting Technician

Wake County Sheriffs Office - August 2001 – March 2006

- Developed and maintained an administrative accounting system for accounts preparation, substantiation accounts receivable and accounts payable for inmate housing.
- Assured compliance with North Carolina general statues and federal contracts for payment of inmate housing.
- Compiled data and prepared monthly, annual and special reports by a set deadline.
- Provided local and federal government agencies with phone records and conversations as needed.
- Liaison for probation release, electronic house arrest pickups, early release time, transient housing and medical providers.
- Coordinated with mdi security systems to update badges, correct and monitor clock tours as well.
- Highlight outstanding service for detention division and positive epr (parole division).

Education

Bachelor Of Science in Business Administration - May 2001(St. Augustines College - Raleigh, NC)Master Of Business Administration in Finance - (Strayer University - Raleigh, NC)