

ROBERT SMITH

Administrative Services Coordinator II

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

SUMMARY

Dedicated and focused Administrative Service Coordinator with a solid history of achievement in high stress and goal driven industries. Dedicated professional seeking to obtain a position that will allow me to utilize my existing leadership skills and positively influence an organization while challenging me.

CORE COMPETENCIES

Microsoft office Proficiency, Excel spreadsheets, Meticulous attention to detail, Results-Oriented, Self-directed, Time management, Professional and Mature, Bi-Lingual

PROFESSIONAL EXPERIENCE

Administrative Services Coordinator II

Felbry School Of Nursing - August 2011 – Present

Key Deliverables:

- Manage receptionist and administrative assistants; analyze and resolve any operational issues faced.
- Primary contact responsible for student finances, including student tuition payment plans collection of student payments and tracking of accounts receivable.
- Resolves payroll discrepancies and maintains timesheet details for employees.
- Provides guidance on staff issues including recruiting, payroll, and employee grievances.
- Prepares on-boarding for new instructors and verification of credentials.
- Prepares class schedules and provides support to the director of nursing for instructor call offs and schedule changes.
- Maintains accuracy of course schedules, outlines, syllabus and calendar and distributes to instructors.

Assistant Office Manager

His Grace Medical Llc - 2011 – 2011

Key Deliverables:

- Patient scheduling and check-in and out laboratory analysis -urinalysis, pt-inr testing, hga1c.
- Maintains rapport with customers, managers, and employees by arranging continuing contacts.
- Researching and developing new services and methods; setting priorities; resolving problem situations.
- Maintains administrative workflow by studying methods.
- Implementing cost reductions by developing new procedures.

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- Maintains several office calendars for managers including meeting invites, scheduled training and video conferencing.
- Facilitates activities in an effective sequence by monitoring tasks, task owners timelines, and expenditures.

EDUCATION

MSN - 2015 to 2017(Walden University)
Diploma in Registered Nursing - May 2014(Felbry School Of Nursing - Columbus, OH)
Diploma in Practical Nursing - May 2013(Felbry School Of Nursing - Columbus, OH)
Master Of Science in Microbiology - December 2006(Obafemi Awolowo University)
Bachelor Of Science in Microbiology - July 2000(Obafemi Awolowo University)

