

Business Support Specialist

 www.qwikresume.com



Dynamic Business Support Specialist with over 7 years of experience enhancing operational efficiency through superior administrative support and strategic problem-solving. Proven ability to manage complex projects, streamline processes, and foster strong client relationships. Committed to driving business success and delivering exceptional service in fast-paced environments.

Business Support Specialist

Blue Sky Innovations

📌 Chicago, IL

1. Conduct comprehensive audits to ensure accuracy and data integrity across financial files within the revenue cycle.
2. Reconcile and balance claims and billing data, achieving timely resolution of discrepancies.
3. Load and verify accounts receivable data, ensuring accuracy before integration into business applications.
4. Import and reconcile new business data efficiently, maintaining seamless operations.
5. Provided administrative support to enhance operational efficiency and productivity.
6. Monitor and manage the receipt and storage of itemization files and host reports.
7. Develop and maintain auditing records to track electronic file processing and escalate issues as needed.

Summit Peak Industries

📌 Denver, CO

1. Create and maintain comprehensive burn rate reports for time and materials (T&M) projects, enhancing project transparency.
2. Manage the status of official change requests (CRQs) and reporting for multiple CLINs, streamlining invoicing processes.
3. Collaborate with a team to achieve contract certifications within a tight timeline, ensuring compliance.
4. Oversee reporting and actions for Datacenter decommissioning and server relocation, updating the configuration management database (CMDB).
5. Coordinate logistics for leadership meeting scheduling, ensuring effective communication across teams.
6. Facilitate subcontractor matrix management to optimize resource allocation and project outcomes.

University of Illinois

📌 Portland, OR

Focused on management principles and operational strategies.

Data Analysis

Process Improvement

Project Coordination

Client Support



- Streamlined financial reconciliation processes, reducing discrepancies by 30%.

- Developed comprehensive audit systems that improved data accuracy and integrity by over 25%.

- 🌟 Successfully managed multiple projects simultaneously, achieving a 95% on-time delivery rate.