

Division Coordinator

ROBERT SMITH

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Objective

Accomplished Division Coordinator professional offering a 15-year track record of success in managing high-quality programs in dynamic business environments. Analytical problem solver and exceptional decision maker. Seeking leadership position with a company in need of an innovative professional.

Skills

Training Skills, Developing Skills.

Work Experience

Division Coordinator

ABC Corporation - July 2013 – September 2020

- Provided administrative support to three division directors for independent K-8 school with 329 students and 94 faculty and staff members Monitored employee work and developed improvement plans, supervised receptionist, planned and delegated weekly duties.
- Managed professional development budgets in excess of 60k annually.
- Tracked all professional development requests for faculty and staff, coordinated travel, hotel and event registration logistics.
- Attended quarterly meetings and received updated information on Title II funding for professional development disbursements.
- Tracked and processed scheduled and unscheduled teachers leave, and oversaw 24-hour substitute teacher process.
- Processed bi-weekly payroll for substitute teachers and part-time faculty and staff.
- Managed accounts payable, and processed reimbursement requests from faculty and staff.

Division Coordinator

Delta Corporation - 2008 – 2013

- Imaginative leader with a talent for promoting cultural diversity awareness.
- Promoted to department supervisor within first year.
- Part sales manager, part construction manager responsible for sales, contract to close process, lot fits, lot evaluation, plans, permitting and .
- Critiqued and streamlined permitting to improve efficiency.
- Created process for concise lot evaluation prior to purchase.
- Challenged with creating a strong team environment within the sales department, while exceeding sales goals with over 600 lot purchases in Deltona.
- Charged with statistical analysis, developed and maintained a statistical analysis program for tracking county wide library usage, trained staff on.

Education

Bachelor's Of Science