

# ROBERT SMITH

## Associate Executive Administrative Coordinator

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

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### SUMMARY

A consummate sales Executive Administrative Coordinator professional, efficiently hunting for and closing new acquisition business, stressing the importance of continuous improvement of technique in the sales process. Equally regarded with a track record of success in account management and client relations, tenacious about upselling existing customers, yet focused on high-touch quick response lifecycle management.

### CORE COMPETENCIES

Customer Service , MS Office, Management.

### PROFESSIONAL EXPERIENCE

#### Associate Executive Administrative Coordinator ABC Corporation - 1999 – 2004

##### Key Deliverables:

- Monitored all aspects of treatment for our client base (care for children) and oversaw the communication of sensitive information to a variety of stakeholders.
- Demonstrated ability to work successfully with a variety of stakeholders and handle a heavy workload in a pressurized work environment.
- Successfully partnered with several members of the courts to facilitate the preparation of essential documents, including applications, authorization renewals and special reports.
- Liaised closely with both the court system and social workers to track, monitor and report child visitations.
- Directed the training for all the facility's staff teaching them how to maintain excellent levels of customer service, communicate effectively with clients, and build strong long-lasting relationship with them too.
- Implemented a new process of to fill-out forms for other doctors for children/visits, that increased efficiency by 90%.
- Conducted independent research on contracts for court appearance proceedings which helped the approval of their meds Initiated and developed a database to track children's information, including age, medication history and visits, as well as social worker names, guardians, and court dates for approval/disapproval of applications.

#### Executive Administrative Coordinator Delta Corporation - 1995 – 2000

##### Key Deliverables:

- Provided extensive support for the Executive and Senior Management Teams, the Director of Biostatistics and Informatics; the Director of Research.
- Managed the administrative staff.

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- Managed and directed all office activities including preparing for meetings, organizing travel arrangements and purchasing supplies and furniture for.
- Other duties as assigned.
- Office management and project coordination for 5 corporate offices/1 organization while serving the CEO/Owner as executive assistant.
- Responsible multiple projects in vastly different companies; i.e., restaurant, travel guide, private equity advisory firm, vacation/home rental.
- Companies Include Pallas Partners, Inc.

### EDUCATION

M.Sc. in Human Resources - (Golden Gate University)

