

Lead Coordinator

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
[linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)
Address: 1737 Marshville Road,
Alabama.

Objective

To join an organization where experience and commitment to a lifelong relationship would benefit us both in the future.

Skills

Microsoft Word, Customer Service, Type 60 Wpm.

Work Experience

Lead Coordinator

ABC Corporation - 2005 - 2009

- Prepares reports for cost analysis and production, ensuring full compliance with agency requirements and tight deadlines.
- Communicates lead generation to agents to facilitate understanding.
- Develops and implements strategic marketing plan for lead generation Create special promotions, write/design print and outdoor advertising, and coordinate all media buying.
- Schedules agent mailings for agency of about 700 agents.
- Accounts payable/receivable, invoicing, and budgeting.
- Supervises of internal lead company and outside telemarketers.
- Creates and processes lead information for agents to generate income.

Lead Coordinator

Delta Corporation - -

- Worked very closely with the 35 lines that built the furniture.
- If they had a shortage for poly and or fiber for the furniture the supervisors would email me and I would look up the program numbers for the part, .
- Assisted the customer service department with filing, copying, and replying to emails.
- Completed daily fuel surcharges with the Prism software and reported changes to the manager.
- Managed the daily outgoing and incoming phone calls from business clients.
- Professionally handled all responsibilities related to the job on a daily basis.
- Creating the weekly employee schedule Ordering supplies for all print jobs and missing retail items Writing detailed reports for any errors or .

Education

Bachelor's in Computer Science Information Technology - (Northeast State Technical Community College/ETSU)