

# Robert Smith

## Lead Coordinator/Analyst

### PERSONAL STATEMENT

Lead Coordinator professional offering versatile office management skills and proficiency in Microsoft Office programs. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality.

### WORK EXPERIENCE

#### **Lead Coordinator/Analyst**

**ABC Corporation - October 2015 - June 2016**

##### *Responsibilities:*

- Coordinated schedules and calendars for 10 agents.
- Answered calls and scheduling, general office duties.
- Assisted the office manager and President of the company.
- Performed all phases of equipment set-up, operation and routine maintenance.
- Welcomed and assisted guests while acting as back up for the receptionist.
- Scheduled appointments for a team of twenty five admissions representatives.
- Executed effective and interactive training programs and materials to support employee development and organizational enhancement

#### **Lead Coordinator**

**Delta Corporation - 2011 - 2015**

##### *Responsibilities:*

- Privately owned warehouse specializing in the distribution of goods and logistics.
- Inspect mattress for proper measurements, making sure material is correct on mattress for fire blocker.
- Also working closely with different vendors.
- Responsible for teams of 3-6 people per job.
- Trained personnel in the use of cleaning materials and equipment.
- Responsible for overseeing jobsites and keeping notes about job operations.
- Organize and actively participate in various fundraiser to raise money for the community Serve hot lunch on the third Saturday of each month at a .

### Education

Bachelor's - (James Madison High School - Portland, OR)

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Administrative Assistant,  
Customer Services.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)