

Robert Smith

Lead Coordinator III

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SUMMARY

To secure a Lead Coordinator position that utilizes extensive administrative and marketing skills as well as, facilitate professional growth within career.

SKILLS

Management, Organizing.

WORK EXPERIENCE

Lead Coordinator III

ABC Corporation - 2013 - 2013

- Drafted various presentations as needed including electrical diagrams.
- Procured company supplies through Oracles ProjectOne / IProcurement and submitted GOIs for corporate memberships.
- Interfaced occasionally with external vendors.
- Scheduled and coordinated daily, weekly, and monthly meetings with internal and external parties.
- Researched travel arrangements and coordinated with OMEGA Travel.
- Distributed meeting materials, arranged for food and beverages for various meetings, and followed-up with attendees and staff with department work.
- Provided phone coverage for Vice President and Senior Vice Presidents.

Lead Coordinator

Delta Corporation - 2007 - 2009

- Work with the RSD directly, oversee the staff in the 2 memory care units.
- Ensure that the staff is well trained, and how to care for our residents.
- Care for hospice patients and give emotional support to family members.
- Process Operator 1984-1990 Eunice, LA Planned and scheduled all maintenance task for the plant and area facilities, supported upper management within .
- Maintained process controls within parameters to ensure safety and product specifications.
- Researched top-selling products and created a product reference sheet for company-wide access.
- Compiled training documentation and organized PowerPoint presentation for new employees.

EDUCATION

Masters of Science in Organizational Leadership - (MANHATTAN COLLEGE - Bronx, NY)