

ROBERT SMITH

New Account Coordinator

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

New Account Coordinator professional seeking challenging opportunities in a fast-paced environment. Experienced in Digital Media, Content Management or Content Operations. Experienced with CMS applications and managing metadata within them. Experienced with Wurl, Frequency, Wide Orbit or other TV Scheduling Systems a plus.

EXPERIENCE

New Account Coordinator

Cintas - 2017 - 2022

- Coordinated new account install, from the end of the sale process to new delivery.
- Interacted with the customer and other Cintas Departments to coordinate the installation of Cintas products and services.
- Accessed a variety of computer databases to review, download, and manually input/update data in the system.
- Created and distributed forecasts, projected new business and installation reports for all new accounts.
- Negotiated contract pricing for local accounts.
- Reconciled daily, weekly and monthly deposit postings.
- Reconciled bank transfers with several bank accounts.

New Account Coordinator

Delta Corporation - 2009 - 2014

- Review and set up new account applications in the database, run personal and business reports on customer accounts, maintain customer files, process .
- Awarded as one of the top performers for FY 14 Lead a conference to train and support the Midwest Account Coordinators to their improve job .
- Track projection reports, key ordering and audit commissions for three separate Cintas locations.
- Cintas - The Service People (present) - Admin Assistant (Correspondence Division) Capital Mortgage Service.
- Fostered and developed framework to standardize Client Transition Implementation processes.
- Developed front end workflow management standards and training, establishing a fluid charge capture and reconciliation process.
- Provided weekly updates to Senior Management, Transition Team, and clients.

EDUCATION

- Business Management

SKILLS

Coordinator, Administrative Assistant, Management.