

ROBERT SMITH

Office Services Coordinator

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SUMMARY

Goal is to obtain a career in which can be a productive, hardworking part of a team that provides a friendly and challenging work environment with chances for advancement.

CORE COMPETENCIES

Supervise Personnel, Accounting, Purchasing Staff, Building Lease Management.

PROFESSIONAL EXPERIENCE

Office Services Coordinator

ABC Corporation - April 2003 – December 2005

Key Deliverables:

- Hired to set up a department fleet management system that would work in conjunction with OA Fleet System.
- Plans establish and administer a centralized fleet management program for the Department of Corrections.
- Review and monitor vehicle fleet usage for adherence to existing Department and State Policy and Procedure and State Statutes.
- Monitor and comply with changes in State Statutes and procedures.
- Formulate and recommend Department Policy and Procedure for effective utilization, replacement, and maintenance of the vehicle fleet.
- Manage the effective utilization of department vehicles by monitoring usage and maintenance.
- Administer a computerized vehicle database to record and evaluate vehicle fleet performance through the Office of Administration Fleet Mac System.

Office Services Coordinator

ABC Corporation - April 2000 – April 2003

Key Deliverables:

- Leasing representative for the Division of Family Services.
- Determine functional space analysis for 130 county offices statewide.
- Analyze type and number of staff, spacing needs for staff and equipment, ensure safety codes are considered with Office of Administration Facilities Management, ensure departmental safety needs are met, and parking issues are considered.
- Also, assist county offices in communication needs, including telephone, computer, and fax.
- Assist county offices with state procurement including state contracts and local purchasing encouraging minority purchasing.
- Mediator with janitorial contractor and statewide 130 field offices as problems arise due to noncompliance.
- Ensured meetings were adequately documented and problem areas were photographed.

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EDUCATION

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