

Robert Smith

Project Support Specialist

CONTACT DETAILS

1737 Marshville Road,
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PERSONAL STATEMENT

Punctual and hard worker looking for an opportunity to broaden my knowledge and work experience, and to put my skills and creativity to the test. Have a positive attitude and look forward to meeting new challenges.

SKILLS

Records Management,
Customer Service,
Teamwork, Data Entry.

WORK EXPERIENCE

Project Support Specialist

ABC Corporation - May 2013 - May 2016

Responsibilities:

- Ensured work orders are accurate under the direction of assigned Project Manager.
- Provided outstanding customer service when answering phone calls and promptly responding to emails.
- Communicated with Project Manager on projects and project status.
- Assisted with the resolution of any issues and solve problems throughout the project life cycle.
- Acted as liaison between the project team and assigned functional areas for project-related communications and tasks.
- Created monthly training schedules for the Innovations and NYS CASE projects.
- Coordinated training assignments for CHSE training staff.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Project Support Specialist

Delta Corporation - 2014 - 2018

Responsibilities:

- Managed all properties within the project NEON.
- Helped out with any job duties such as project management, relocation, and acquisition.
- Provided Team support for The Home Depot MET Team through utilizing the ISES system Track project deliverables using by web-based tools Monitor and.
- Fully prepared for projects by reviewing relevant study protocols, SOPs, and materials Set up and maintain project-related database systems and.
- Routinely track project documents, status, and performance metrics Attend study meetings (Project Kickoff, Team meetings, CRO, etc.) assemble.
- Managed the Chief Technology Officer (CTO) of NASAs Technology & Innovation (T&I) daily schedule keeping a record of activities and commitments while.
- Assisted in the design and build of Cerner/PowerChart clinical software for clinic and hospital Contributed as an end-user with the design of PharmNet .

REFERENCES

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

Education

Bachelor's degree - 2006(University of Texas at Dallas - Richardson, TX)