

## Objective

To obtain a Resource Room Specialist position responsible for Maintaining a system for tracking each employees hours and vacation days as well as a system for tracking overtime hours, Ensuring that hourly employees receive their daily payroll electronically via email or electronic paperless tracking system, Ensuring that overtime payments are made on time to hourly employees (including contractors) who have worked overtime hours during regular business hours.

## Skills

Supervising Skills, Sales Department, Customer Service.

## Work Experience

### Resource Room Specialist

**ABC Corporation** - June 2010 – August 2011

- Developed strategies to meet all internal and external customers' needs.
- Planned customer service events.
- Managed the work of our sales personnel who visit with customers in person.
- Handled any customer complaints or inquiries regarding a service or product that has been provided by our company.
- Coordinated the use of onsite personnel to support the development team's projects and projects that are being considered for future projects.
- Worked closely with our sales department throughout the year to ensure we have sufficient resources available to meet all of the needs of our clients.
- Administered budgets for both internal and external customers throughout the year.

### Resource Room Specialist

**Delta Corporation** - 2006 – 2010

- Coordinated orientations for incoming clients.
- Provide leadership regarding resource room operations/equipment maintenance.
- Perform routine maintenance on equipment/equipment systems.
- Set priorities for work based on resource needs.
- Ensure proper functioning of equipment.
- Take part in training sessions for staff (including orientation).
- Assist in addressing any issues that arise within the.

## Education

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