

# Support Services Coordinator

## ROBERT SMITH

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### Objective

To seek a challenging position using proven technical, analytical, organizational and problem-solving skills and experience to contribute to the quality and growth of an organization.

### Skills

Management, Teaching, Supervisory.

### Work Experience

#### Support Services Coordinator

**ABC Corporation** - 1995 - 2008

- Supervised of the mailroom and the receptionist positions to include hiring and training of these positions.
- Performed yearly merit reviews for direct-report staff.
- Responsible for the ordering of all office supplies, coffee supplies, business cards, nameplates, phones and furniture for an estimated 300 people.
- Interacted closely with office personnel for support issues on a daily basis.
- Ensured that all cost meet or beat budgeted figures.
- Helped to estimate budget figures for the coming year.
- Approved all office invoices and submit proper general ledger codes.

#### Support Services Coordinator

**Delta Corporation** - 1995 - 2000

- Case management, writing service funding plans, coordinate and attend meetings, Ensure and provide quality care to individuals.
- To supervise and monitor staff and consumers, scheduling employee hours, conduct prospective employees interviews, wage reviews., conduct monthly .
- Payroll, Maintain a budget, Investigate incidents, record data and write reports.
- DDA Course Training instructor to new hires.
- This is Dummy Description data, Replace with job description relevant to your current role.
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### Education

Principles of Real Estate - (Harford Community College - Bel Air, MD)