

ROBERT SMITH

Support Services Coordinator II

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SUMMARY

To obtain a position in wherein can use administration and communication skills. work well individually as well as part of a team. Responsible, dependable and flexible in scheduling expectations. willing to learn new tasks in order to complete various projects.

CORE COMPETENCIES

Microsoft Office, Office 365, Peoplesoft, Filemaker Pro, Lumens, PeopleWear Pro, Quickbooks, Social Media, 95 WPM, Bilingual - Vietnamese.

PROFESSIONAL EXPERIENCE

Support Services Coordinator II

ABC Corporation - May 2006 – May 2009

Key Deliverables:

- Provided administrative support to Manufacturer Specific Advanced Training Programs, contacting enrolled students prior to start date to ensure that the student had all necessary information in order to start class.
- Ensured that the housing needs of all students were met.
- Consistently updated and maintained housing records.
- Duties included opening and distributing mail, answering phones and ordering supplies.
- Collected rent and late fees from students on a monthly basis.
- Assisted in releasing students from the program for behavioral or academic problems.
- Assisted students with resume creation and completing tuition forms.

Support Services Coordinator

Delta Corporation - 2002 – 2006

Key Deliverables:

- Staff/Community Education Clinical Charting Specialist Clinical Liason.
- Indianapolis, IN 2/2012 - Present Troubleshoot and solve computer issues for Staff, Faculty and Students both onsite and remote Participate in .
- Gather inventory using Hydra Altirs 7.5.
- Fulfill card requests from members and clients using Pharm Screens and EPSROI Run and maintain the card printing machine Maintain the information .
- Have always stayed within the Medicare compliance time frames.
- Skills Used Organization and time management.
- Am experienced in Excel and Microsoft Office Applications.

EDUCATION

- West Chester in Cosmetology - (Gordon Phillips Beauty School)

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