

Robert Smith

Assistant Support Services Coordinator

CONTACT DETAILS

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PERSONAL STATEMENT

Professional business administrator & manager with more than 15 years of experience operating or overseeing businesses, learning institutes & non-profits. Proven leadership skills with a successful business track record. Exceptional analytical and problem solving skills. History of exceeding goals & objectives.

SKILLS

Computer, Inventory Control, Excel, Retail.

WORK EXPERIENCE

Assistant Support Services Coordinator

ABC Corporation - 2008 - 2013

Responsibilities:

- Delivered high-level administrative support to Engineering, Quality, Sales and HR Departments located throughout the United States.
- Developed business relationships with customers and internal personnel.
- Interacted with 8 sales team members and over 150 customers worldwide, providing accurate information, while supporting best-in-class customer service.
- Answered multi-line phone.
- Compiled and maintained list of phone extensions for local facility.
- Processed mail and shipping small packages Delivered accurate and timely price quotations to customers by completing order entry, expediting, billing, and delivery information as needed.
- Effectively managed customer needs, addressing issues impacting delivery by collaborating with sales, supply chain, manufacturing, and other internal partners.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Support Services Coordinator

Delta Corporation - 1997 - 2002

Responsibilities:

- Manage schedules for 25 clinicians; process time off requests; coordinate meetings and events; record and analyze data for clinic visit volume; track .
- Assist all the other managers in the department with any projects that need completed.
- Responsible for keeping track of the department accounts receivable Mailing out and keeping track of all Quality Assurance contracts for the .
- Achieved record breaking income of 10 million dollars in Service Coordinator grants awarded in 2005 and 2006.
- Only grant administrator that achieved reconciling overdue payments from third party clients.
- Advising, testing coordinator for placement and outcome exams, NGN/Brothers Ox sponsor, assist with Commencement, Adjunct Instructor Assist students .
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Accounting/Business - September 1981(Columbus State Community College)