

# Associate Support Services Coordinator

## ROBERT SMITH

Phone: (123) 456 78 99  
Email: [info@qwikresume.com](mailto:info@qwikresume.com)  
Website: [www.qwikresume.com](http://www.qwikresume.com)  
LinkedIn: [linkedin.com/qwikresume](http://linkedin.com/qwikresume)  
Address: 1737 Marshville Road,  
Alabama

### Objective

Over 26 years of experience in a financial environment, 5 years of customer service skills as a bank teller and sales clerk, 2 years' experience as a internal auditor, Proficiency in MS Word, Excel, One Note, Power Point, and Outlook, Excellent organization and interpersonal skills, 10 key adding machine by touch, and type 50+ w.

### Skills

Microsoft Word, Adobe Acrobat Professional, Oracle SQL, Windows Xp, Microsoft Excel, Microsoft Outlook, Oracle, Windows 95, Windows 98, Photoshop.

### Work Experience

#### Associate Support Services Coordinator

**ABC Corporation** - December 2005 – December 2006

- Maintained the order and organization of agency files including but not limited to compliance, contracts, administrative documents and others.
- Proposed changes to the current system of operation based on knowledge/awareness of accreditation/licensing standards and relevant documentation.
- Ensured the integrity and security of said files.
- Provided support in any given Operations Department area.
- Supported Area Administrative Co-chaired the Forms Committee; revised, deleted created forms as approved by the Committee and ensured the integrity of said documents.
- Provided clerical support to administration staff including the President, Operations Director, Development Director, Human Resources and the Executive Assistant in such thing as; Board meetings, Committee meetings, mailings, agenda minutes and information packets internal memorandums, revising and preparing correspondence, and coordinating calendars and travel arrangements.
- Provided relief/support for the receptionist and records coordinator when requested; assisted in filing, organizing client charts, scanning files, and preparing documents as needed.

#### Support Services Coordinator

**Delta Corporation** - 2000 – 2005

- Lynn Shorter, Supervisor Duties Providing full case management services and community support links to clients with Developmental Disabilities and/.
- Inventory Control, monitor inventory counts through Microsoft Excel.
- Additional inventory control through PKMS, Manhattan System for the Retail Division of Ascena.
- Control all ordering of product supplies for Ascena E-Commerce DC.
- Conducted daily rounds to proactively assess and meet patients needs Assigned to assist VIP patients with any needs they might have while being .
- This is Dummy Description data, Replace with job description relevant to your current role.
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### Education

B.A. in Political Science - (Northeastern IL University)