

ROBERT SMITH

Associate Support Services Coordinator I

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

To obtain a supervisory or management position in a challenging environment; bring excellent work ethic and quick learning ability to any company. Also, willing to give 110% in order to get the job done. Finally, can adapt to any work environment.

CORE COMPETENCIES

Analysis, Microsoft Office.

PROFESSIONAL EXPERIENCE

Associate Support Services Coordinator I Reinhardt University - October 2004 – 2020

Key Deliverables:

- Responsible for all aspects of Support Services for liberal arts institution serving over 1200 students and employing over 300 full and part-time Faculty and Staff.
- Provided Customer Service Support to faculty, staff and students.
- Supported schools including McCamish Business, Arts & Humanities, Price School of Education, Math & Science and Performing Arts.
- Supported departments including IT, Marketing, Admissions, Student Affairs, Residence Life, Performing Arts Center, etc.
- Trained over 30 Student Workers in all aspects of mail, FedEx/UPS and switchboard.
- Generated purchase orders for office supplies, equipment, athletic supplies, admissions marketing items, advertising.
- Generated Month End Reports for copiers, postage and supplies.

Support Services Coordinator Delta Corporation - 2003 – 2004

Key Deliverables:

- Key Responsibilities Conducted assessments for each client, identified needs and managed immediate crisis of homelessness Assisted clients in .
- developed clients Individual Service Plans; coordinated and provided direct support services to clients and their families; monitored service .
- Perform operational support functions, data entry of customer claims and vouchers into refund system by ensuring proper negotiability and format .
- Process 9K refund requests per month (department average \$2.5M monthly) Daily fee processing (personal \$200K in fees monthly) Manage and process .
- Provide service coordination for the developmentally disabled Apply for federal Medicaid waivers for qualified individuals Service monitor .
- Performed initial installation of servers, workstations, and office peripherals Completed successful upgrade of existing Town assets from Windows XP .

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- Provided education and support to the elderly for Medical issues and maintenance of prescribed medication and programs Understanding technology for .

EDUCATION

Associate of Arts in Liberal Arts - (Mattatuck Community College)

