# Robert Smith

## *Vendor Coordinator*


***CONTACT DETAILS***

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## PERSONAL STATEMENT

As a Vendor Coordinator, responsible for  Developing, implementing and maintaining compliance of language services policies and procedures, etc,.

## WORK EXPERIENCE

### *Vendor Coordinator*

**ABC Corporation -  April 2012 – November 2013**

*Responsibilities:*

- Attended conventions and art show to seek vendors.
- Provided information regarding upcoming events.
- Assisted coordination of accommodations.
- Coordinated logistics for festivals including booth setups and equipment distributions.
- Provided support to vendors and customers throughout the festival.
- Assisted with problem solving and troubleshooting.
- Developed electronic newsletters and correspondence to vendors.

### *Vendor Coordinator*

**Delta Corporation -  2009 – 2012**

*Responsibilities:*

- Coordinator and primary liaison between the company and vendors/appraisers.
- Negotiated fees to ensure fee margin was profitable to the company and in compliance with Uniform Standards of Professional Appraisal Practice.
- Researched market areas to ensure adequate coverage to assist with customer requests/complex appraisal assignments.
- FIRST AMERICAN BUSINESS SERVICES 1100 Superior DR, STE 200 Cleveland, OH 44114 216-861-4728.
- Interviewed appraisers to determine skills and negotiated fee structure.
- Maintained 30% company profit margin after appraiser fees.
- Develop and maintain on-site relationships with customer, clients and vendors Schedule and coordinate vendor deliveries for apartment set up and take.

## Education

Bachelor Degree

***SKILLS***

MS Office, Assisting Skills, Management Skills, Development Skills.

***LANGUAGES***

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

***INTERESTS***

Climbing
Snowboarding
Cooking
Reading

***REFERENCES***

Reference – 1 (Company Name)
Reference – 2 (Company Name)


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