

# Robert Smith

## Vendor Coordinator

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## SUMMARY

Highly motivated office Vendor Coordinator professional with exceptional management, communication, and interpersonal skills. I have been a property manager for many of my work years and I am now seeking a company that encourages advancement through a consistent performance where I can use these skills and learn new skills in a different field.

## SKILLS

Assisting Skills, Coordinating Skills, Vendor.

## WORK EXPERIENCE

### Vendor Coordinator

ABC Corporation - March 1997 - February 1999

- Answered customer service and sales representative questions on the product line.
- Answered all correspondence from vendors on customer orders via phone and fax.
- Called customers with questions on orders.
- Prepared purchase orders to submit to vendors.
- Coordinated rush orders with vendors when possible.
- Involved with various facets of the ad specialty catalog.
- Ran proof of deliveries with freight carriers.

### Vendor Coordinator

Delta Corporation - 1994 - 1997

- Stock plants ,flowers Maintain good clean tables Accomplishments Good job with customers service Skills Used Some lifting,stocking,cleaning.
- Responsible for updating and maintaining vendor and automatic deposit files for [] vendors using PeopleSoft .
- Process void, reissues and close of checks Research payments and vendor information Prepare and send ACH file to bank Obtain approvals for high-.
- Processed invoices for payment for Mervyns Facility Services Assisted in false alarm reduction Interacted with facilities managers to resolve false .
- Manage vendors to ensure work is done properly, forms are filled out correctly, and turned in on time (starting with initial inspections, initial .
- Followed-up with active orders with appraisers, which included Assigning to vendors, recruiting/setting up new vendors, negotiating fees; followed-.
- Utilized strong decision making and analytical abilities to provide superior customer service to both vendors and clients.

## EDUCATION

Bachelor Degree