

ROBERT SMITH

Customer Relations Coordinator/Consultant

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

SUMMARY

Results driven professional, offering over 20 year's experience in customer relations across various industries. Ability to manage and prioritize multiple tasks in a deadline driven environment. Ability to communicate to a diverse employee population.

CORE COMPETENCIES

Microsoft Office, Word, Powerpoint, Excel, Adobe, Entree.

PROFESSIONAL EXPERIENCE

Customer Relations Coordinator/Consultant

Gourmet Culinary - May 2013 – 2019

Key Deliverables:

- Create, maintain and expand relationships with new and existing customers.
- Resolve customer issues by working internally to find solutions and improve service.
- Work directly with President and Vice President on all marketing and sales materials.
- Ensure all customer service is delivered efficiently and satisfactorily.
- Schedule appointments with vendors for product demonstrations/tastings.
- Process incoming orders, refunds and exchanges via electronic data interface.
- Prepare and print billing invoices for customers and ensure the accuracy and pricing of invoices.

Customer Relations Coordinator

ABC Corporation - 2009 – 2013

Key Deliverables:

- 3yrs Austin/Georgetown Assistant for the VP of CR, 2 general managers, and anywhere from 20-35 CRMs at a time.
- Assisted senior management with administrative duties and acted as liaison to employees and other management.
- Documented meetings for senior management Managed special projects including development and planning of all division events Acted as facilities manager for company with both interior and exterior details Coordinated executive travel arrangements Maintained.
- Maintain HR files keeping up with vacation and sick time.
- Data Entry into lots, prepare excel spreadsheets, prepare and maintain the bonus program Order supplies, open, sort, and distribute mail, code utility bills, create warranty manuals Assist in other positions as needed Executive Assistant/Office Manager.

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- Am the liaison for the OPS teams for 3 cities, assisted in the marketing aspect for realtor Functions Assisted with the development of special projects and planning all division events, all Administrative duties answer phones, order supplies, maintain.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Bachelor of Science in Health & Human Performance - (Virginia Commonwealth University - Richmond, VA)

