

ROBERT SMITH

Business Services Coordinator/Executive

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Business Operations Coordinator serves as the lead administrative coordinator in the division of Surgery and oversees day-to-day administrative and business operations for the department.

SEPTEMBER 2011 - 2020

BUSINESS SERVICES COORDINATOR/EXECUTIVE - CAMERON LNG, LLC

- Provide coding & approvals for invoices received for legacy purchase orders & non-PO invoices.
- Provide monthly company accrual reports to BU Accountants to ensure proper coding.
- Make sure invoices are posted to the correct accounting codes, cost centers, and projects.
- Work with Procurement, Warehouse staff, Engineering, HSSE, and Maintenance to resolve issues related to processing invoices.
- Prepare wire forms, check requests, and other cash management tools as requested.
- Prepare accounts payable aging reports, individual cost center reports, contract summary reports and monthly Administration presentation to the VP of Operations.
- Prepare and review the annual budget and monthly and quarterly estimates, working closely with projects, manufacturing and plant management.

2010 - 2011

BUSINESS SERVICES COORDINATOR - DELTA CORPORATION

- Managed all operations of the Business Services department while providing leadership/training to 8 team members Planned and coordinated spring.
- Multi-faceted functions included preparing patient discharge documents Notified departments on the status of patients Responded effectively to numerous .
- As a Business Services Coordinator, my duties included assisting business owners with the installation of cable, high-speed internet, and telephone.
- Worked closely with the installers via telephone and on-site to ensure a seamless transition of service providers for the customer to guarantee.
- Manage Receivables Process Donor Deposits Conduct Inventory Audits of price, product classifications, and physical count Monitor Grant Usage for .
- Greet all guests Answer all incoming calls Schedule and maintain conference meetings Document checks received by mail Order supplies for facility.
- Coordinated IT business processes for Generation Business Services Assisted end-users with required IT tools and network access Acted as liaison with.

EDUCATION

Bachelor of Science in Accounting - (McNeese State University - Lake Charles, LA)

SKILLS

Sap, Microsoft, Computer, Budgeting, Billing, Excel, MS Office, Outlook, Power Point, Sharepoint.