

# ROBERT SMITH

## Onsite Business Coordinator

[info@qwikresume.com](mailto:info@qwikresume.com) | [LinkedIn Profile](#) | [Qwikresume.com](#)

To work in a challenging and stimulating environment with the opportunity to use my current experience to enrich my knowledge and contribute my experiences towards the achievements of organizational objective by applying my professional sales and customer service based skills.

## EXPERIENCE

### Onsite Business Coordinator

#### MESH Coalition - APRIL 2014 - 2019

- Serve as liaison to Board of Directors, which includes direct communications, creating agenda, distribution of materials, setting annual meetings, and preparation of minutes.
- Serve as business coordinator, which includes problem-solving issues, ensuring equipment is operational, and managing client and vendor relationships in order to further organizational goals.
- Serve as project manager for quarterly programs and education, which includes location scouting, logistics, registration, staff management, coordination of continuing education credits, and program evaluation.
- Serve as event coordinator, which includes planning and executing all events and activities.
- Update websites for MESH Coalition and the National Healthcare Coalition Resource Center, create flyers, operate email management software, and monitor social media.
- Serve as liaison to Scott Circle Events for the National Healthcare Coalition Conference.
- Include collection, coding, and verification of all company expenses on corporate credit cards and company bank accounts.

### Business Coordinator

#### ABC Corporation - 2009 - 2014

- RLJ Entertainment Invoice matching and input into PAM.
- Create inventory reports for inventory department utilizing Excel.
- Maintain, place and track all drop ship orders.
- Complete Purchase orders.
- Create and collect RTVs and Credit memo request.
- Maintain vendor relations regarding accounts payable.
- Utilize Oracle for invoice research and input.

## EDUCATION

- Bachelor of Arts in Political Science - (Purdue University Calumet)

## SKILLS

Microsoft Office Suite, Administrative Support, Customer Service, Quickbooks, Mac OS X, Adobe Acrobat, Adobe Indesign.