

ROBERT SMITH

Assistant Business Operations Coordinator

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Friendly, courteous, outgoing and professional personality and communication skills. Take pride in ability to learn easily and do an excellent job. Highly competent with Microsoft Office 2010 database, spreadsheet and word processing applications.

2014 - 2015

ASSISTANT BUSINESS OPERATIONS COORDINATOR - ABC CORPORATION

- Responsible for running ads, employee training, posting merchandise online, conducting sales and working with customers to negotiate inventory pricing.
- Worked closely with owners on business growth strategies and advertising.
- Performed and processed accounts receivable and accounts payable duties including invoicing, discrepancies and reconciliations.
- Monitored inventory and sales orders and placed all purchase orders.
- Managed new merchandise vendors, including vendor agreement, vendor product set up information.
- Worked with internal team to ensure new product is set up online in a timely manner in addition to QA new product online.
- Responsible for dealing with building management, including tracking keys, keycards, and opening up maintenance tickets for our suite.

2013 - 2014

BUSINESS OPERATIONS COORDINATOR - DELTA CORPORATION

- Administrative support to 77 employees including Physicians, Physicians Assistants, Certified Registered Nurses Anesthetists, and Nurse Practitioners.
- Payroll for Anesthesia Department Patient Records Accuracy Compliance Office Supplies for department University Student Rotation Liaison Continuing.
- Provide secretarial and administrative support to the contact center director, physicians, management staff and department Assist with the .
- Supervised members of shared services team, including accounting technician, IT provider, and administrative assistants Reviewed monthly account .
- Manage full-cycle recruiting process for delivery team members ensuring a seamless, uniform and incredibly positive candidate experience Work .
- Physician Hospital Organization focusing on quality improvement Lead on Volunteerism committee working with multiple local nonprofits Managed.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

BS- (Association of School Business Officials)

SKILLS

Microsoft Office, Kronos, Share Point, 10 Key By Touch, Service Insight, Procure 2 Pay, Management Experience.