

# ROBERT SMITH

## Associate Business Operations Coordinator

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

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### SUMMARY

Seeking an on site property management position. Previously owned my own apt. house and have knowledge of leasing. like to relocate to Colorado springs from Upper MI as think it is a beautiful area and ready for a change.

### CORE COMPETENCIES

Quickbooks, Accounting, Financial Analysis, General Ledger, Forecasting, Budgeting.

### PROFESSIONAL EXPERIENCE

#### Associate Business Operations Coordinator

**ABC Corporation - January 2011 – December 2013**

##### Key Deliverables:

- Supported daily business operations, including processing customer transactions, supporting device and system changes, and adhering to operational .
- Developed, coordinated, and delivered onsite customer training.
- Worked within policy guidelines pertaining to master scheduling.
- Coordinated the timely entry and processing of ap transactions such as vendor invoices and expense reports.
- Maintained program budgets and assist in preparing future budgets, manage vendor subsidy invoicing and payments.
- Facilitied management team lead for hi-rise fire and safety fire wardens.
- Created corresponding file(s) that is compliant with company and state requirements.

#### Business Operations Coordinator

**Delta Corporation - 2007 – 2011**

##### Key Deliverables:

- Business Operations Coordinator Overseeing business order processing, client relations, wholesale and retail affiliates with over 100 partners.
- Manage & develop ecommerce platform websites, social media accounts, email marketing campaigns.
- Evaluate operational performance & provide strategic plans for development improvements.
- Project Manager in charge of driving the operational launch of National Geographic WILD, a joint venture between News Corporation and National .
- Worked directly with VP and Executive Director of Global Operations to identify and solve for both process and systems inefficiencies across .
- Built and maintained client relationships within National Geographic Channel and Fox Network Group to streamline organization workflow and drive .

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- Support the VP of Marketing and marketing team, act as a key point of contact for newspaper partners Manage inbound sales leads, generate sales .

### EDUCATION

Bachelor of Business Administration in Business Administration - (IOWA STATE UNIVERSITY - Ames, IA)

