

ROBERT SMITH

Business Specialist/Representative

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

SUMMARY

A highly motivated, hard working individual with 10 years of customer-facing experience seeks position. Confident professional who has turned a passion for customer interaction into a career, harboring well defined skills in the customer service environment.

CORE COMPETENCIES

Inventory Management, Excel, Sap, Procurement, Asset Management.

PROFESSIONAL EXPERIENCE

Business Specialist/Representative

Kiewit Corporation - 2012 – 2019

Key Deliverables:

- Assist multiple purchasing agents with ensuring that the proper compliant and ethical procedures are followed to procure equipment.
- Reconcile spend and rebate calculations with manufacturers on a monthly, quarterly and yearly basis.
- Process numerous invoices on a daily basis to have suppliers compensated in a timely manner.
- Communicate modifications made to the equipment shopping cart creation process to establish consistency in equipment acquisitions.
- Setup capital and low value asset equipment numbers so we are able to properly maintain equipment in SAP as well as accurately classify equipment and gain the appropriate amount of rent.
- Compile and input weekly timecards of employees stationed throughout the U.S.
- Communicate with the senior business specialist on a monthly basis to forecast and report spend for multiple projects throughout the U.S.

Business Specialist

ABC Corporation - 2009 – 2012

Key Deliverables:

- Drove balanced performance across new and repeat business through the growth of strategic account development and a managed pipeline of incremental revenue.
- Capture and maintain accurate client contact and business information in a globally accessed CRM.
- Developed and implemented effective business plans to maximize identified opportunities and achieve performance - goals.
- Managed the planning and implementation of simple to complex technology solutions for clientele.

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- Managed the workflow of a specialized team delegating and prioritizing tasks, scheduling phone calls, while managing my own series of accounts.
- Assisted with the creation and training of a an internal "bench" of individuals that intend on being part of this specialized team.
- Communicated detailed team performance reporting to superiors..

EDUCATION

Business Administration - (Metropolitan Community College - Omaha, NE)

