

# Business Administrator/Logistics Analyst

## ROBERT SMITH

Phone: (123) 456 78 99  
Email: [info@qwikresume.com](mailto:info@qwikresume.com)  
Website: [www.qwikresume.com](http://www.qwikresume.com)  
LinkedIn: [linkedin.com/qwikresume](http://linkedin.com/qwikresume)  
Address: 1737 Marshville Road,  
Alabama.

### Objective

Multi-task, efficient and reliable administrative professional with over ten years of experience supporting directors, chairperson and managers to improve internal departmental operations. Accustomed to working in fast-paced environments Excellent interpersonal skills, ability to work well with others, in both supervisory and support staff roles. Diversified skill sets covering administrative support, client relations, human resources, accounts payable and project management.

### Skills

Ms Office Suite, Account Management, Cash Handling, Customer Service, Office Assistant, Data Entry, Record Keeping, Sales, Scheduling, Research, Creative Development, Typing, Social Media, Lesson Planning, Teaching.

### Work Experience

#### Business Administrator/Logistics Analyst

**ABC Corporation** - April 2007 - December 2010

- Management responsibilities include planning, staffing, and directing the activities and operations of the dental center to include patient care, budget, billing and collections, compliance and planning.
- Responsible for supervision of dental hygienists, dental assistants, and administrative staff in the dental center; for facilitating departmental projects and for developing and implementing marketing plans.
- Acts as a liaison between staff, dentists and administration.
- Manage and supervise 31 staff members (Dental Assistants, Hygienists, Schedule Coordinators and Dentist) Manage human resources by determining qualifications and selecting qualified employees, working with staff to set appropriate goals, monitoring progress toward achieving goals, providing training for employees, and resolving disciplinary issues.
- Create, explain and maintain employee handbook and job descriptions.
- Implement programs and policies to ensure that practice consistently provides customer service consistent with the organizations goals.
- Manage employee and patient relations and policy administration Develop educational materials for dentists, hygienist, and dental assistants to improve documentation and maximize reimbursement.

#### Business Administrator

**ABC Corporation** - 2004 - 2007

- Website development and management
- Inventory purchasing
- Inventory tracking
- Development and maintenance of social media presence on Facebook and Instagram
- Attended event promotions for marketing purposes
- Event planning for marketing purposes including scouting location and hiring event decorator

- Light book keeping using QuickBooks.

## Education

Master of Health Administration - (Webster University - SC)