

ROBERT SMITH

Area Coordinator II

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As an Area Coordinator taken on a variety of responsibilities that allows me to utilize multitasking, organizational/detailed skills while making the company's productivity priority to promote growth within the company.

OCTOBER 2012 - FEBRUARY 2014

AREA COORDINATOR II - ABC CORPORATION

- Subject Matter Expert Sent default staff update daily to open stores in Natural Insight.
- Found missing information from call reports and compiled to send to the Operations Team.
- Responsible for Wednesday Missing Call Report.
- Sent data to District Sales Managers (DSMs), Area Sales Managers (ASMs) and Support Team.
- Pulled scheduled events to make sure they were in the correct parameters.
- Supported four District Sales Managers and their 80+ sales representatives.
- Drove operational components, event completion and established relationships with multiple parties, both internal and external.

2008 - 2012

AREA COORDINATOR - ABC CORPORATION

- Provided administrative support to the Vice President of Sales and to the Area Human Resources Manager.
- Handled confidential and highly sensitive information involving employee-related issues.
- Prepared offer letters, separation agreements and employee-related correspondence.
- Scheduled and coordinated meetings, interviews, appointments, events, corporate luncheons and other similar activities, which also included travel and lodging arrangements.
- Established, maintained and updated files, databases, records and other documents.
- Coordinated and maintained bi-weekly attendance and annual vacation records.
- Ordered building and office supplies, scheduled equipment repairs and installations.

EDUCATION

Bachelor's in Communications - 2007(University of South Alabama - Mobile, AL)

SKILLS

Microsoft Office, Social Media, Customer Service, Management.