

# ROBERT SMITH

## New Business Coordinator

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

### SUMMARY

A business professional with extensive experience in accounting and management, including facility management, in customer service and manufacturing arenas. A strong reputation as a problem-solver, with the ability to think outside the box.

### CORE COMPETENCIES

Analytical Thinking And Research, Administrative Duties, Multi-tasking, Organization, Effective Speaker, Flexible, Writes Clear And Concise, Hardworking, Reliable.

### PROFESSIONAL EXPERIENCE

#### New Business Coordinator

ABC Corporation - March 2013 – March 2016

##### Key Deliverables:

- Serve as liaison to Board of Directors, which includes direct communications, agenda creation, distributing materials, setting annual meetings, and preparation of minutes.
- Assists with programs and education, which includes location scouting, logistics, registration, staff management, coordination of continuing education credits, and program evaluation.
- Plans and executes all events and activities.
- Updates websites for MESH Coalition and the National Healthcare Coalition Resource Center, creates flyers, operates email management software, and monitors social media.
- Ensures equipment is operational, problem-solve any issues that arise, and manage client and vendor relationships in order to further organizational goals.
- Serve as liaison to Scott Circle Events for the National Healthcare Coalition Preparedness Conference.
- Serve as the in-house financial officer for the organization, which includes accounts payable, accounts receivable, coordination with outside accountant to accurately prepare monthly financial statements, and completion of expense reimbursements.

#### Business Coordinator

ABC Corporation - 2008 – 2013

##### Key Deliverables:

- Worked with private and public enterprise to offset economic conditions, drive sales & marketing, prepare companies for sale and most importantly to help reduce a business tax burden.
- A minimum of \$1 Million in estimated business valuation is required to acquisition the service.
- Developed a pipeline of clients, primarily decision makers, to be positioned for contact with Senior Area Managers within the selected territory.

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- Illustrated business management principles to operate in an optimal practice model while focusing on relationships and needs of clients.
- Provided quality service assurance to clients and their business to gain trust that leads to excellent partnerships.
- Assisted Senior Area Managers and District Managers for each of clients location and provided up to date briefings for their selected clientele.
- Implemented clear goals for my Senior Area Managers before interfacing with clients..

### EDUCATION

- Bachelor of Arts in Political Science-Criminal Justice - (Purdue University Calumet - Hammond, IN)