

ROBERT SMITH

Business Coordinator II

info@qwikresume.com | <https://Qwikresume.com>

Friendly and enthusiastic worker who consistently meets customer service satisfaction goals, with a interest in the health care field. Cash handling and management Goal-oriented Self-sufficient Superior communication skills People-oriented Basic administrative knowledge Retail merchandising experience.

FEBRUARY 2015 - AUGUST 2015

BUSINESS COORDINATOR II - ABC CORPORATION

- Headed marketing department along with supervised marketing assistant to maintain and increase business with partners as well as ensure growth in leads and referrals through contact, campaign emails, and advertisement.
- Delegated work on contacting leads to become clients with loans to process.
- Organized events for building business relationships.
- Executed e-vites, fliers, and letters to invitees.
- Coordinated with media press, websites, and newspapers to promote events, sponsorships as well as donations from the Branch Manager.
- Posted news and updates about the branch in social media pages created.
- Completed mortgage loan processing tasks such as checking credit reports, retrieving documents, taking customer calls, formulating spreadsheets on leads statuses, and emailing parties involved about updates among other miscellaneous things.

2014 - 2015

BUSINESS COORDINATOR - ABC CORPORATION

- Responsible for managing coordinating on all the processing procedures of a specific Manufacturers line and is expected to ensure that all processes are handled correctly and communicated to all.
- Communicate with the manufacturer to confirm proper authorization of all programs and allowances set up for distributors and operators.
- Maintain marketing budgets through Excel Spreadsheets.
- Attend major presentations and product roll-outs.
- Assist in the preparation of presentation materials.
- Communicate with and educate sales team on all promotions and update them on promotion status.
- Maintain and complete accessible files necessary for the effective operation of the department..

EDUCATION

Bachelor of Business Administration - (Baruch College - New York, NY)

SKILLS

Marketing, Sales, Event Planning, Inventory, Stocking, Blogging, Writing, Clerical.