ROBERT SMITH

Jr. Business Operations Coordinator

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SUMMARY

Identified, negotiated and resolved scheduling conflicts with respect to patient appointments and customer service. Identified 15 Ablution units that were in various states of disrepair for the client.

SKILLS

 Strengths In Writing And Editing, Grammar And Spelling; Proficient In Word, Outlook, PowerPoint, Publisher, Adobe InDesign, MailChimp, Acrobat.

WORK EXPERIENCE

Jr. Business Operations Coordinator
ABC Corporation - January 2014 – June 2015

- Responsible for handling companys social media, including Wordpress, Facebook, Twitter, and LinkedIn.
- Responsible for monthly company slide shows, which highlighted hot list clients, new clients, and employee achievements.
- Responsible for production and send-out of monthly company newsletter to over 6,500 subscribers, via MailChimp.
- Responsible for onboarding/orientation of new employees.
- Handled triage of incoming customer calls and opened up tickets in Connectwise when front-line techs were all busy.
- Responsible for running miscellaneous reports in Excel.
- Responsible for being presentable, friendly, and helpful for people walking in the front door.

Business Operations Coordinator
Delta Corporation - 2013 – 2014

- Support daily business operations, including processing customer transactions, supporting device and system changes, and adhering to operational .
- Develop, coordinate, and deliver onsite customer training.
- Analyze business and consumer accounts, and provide customer support to solve issues.
- Provide administrative and sales support to the Business Account Executives.
- Managed office operations for Emmy Award Winning media services Managed media team events for Pentagon Channel, CNN, CNBC, NBC, MSNBC Processed .
- Physician Hospital Organization focusing on quality improvement Lead on Volunteerism committee working with multiple local nonprofits Managed .
- This is Dummy Description data, Replace with job description relevant to your current role.

- B.A. in Philosophy - (University of St. Thomas - Saint Paul, MN)