

Objective

Over 8 years of experience combining Health Insurance, Telecommunications and Finance.
Computer skills: Microsoft Office, Outlook, Windows, and Macintosh.

Skills

Microsoft Office Suite, Windows Applications, Type 60+ WPM.

Work Experience

Business Coordinator III

Verizon Wireless Communications - July 2013 – 2019

- Serve as the first point of contact for business customers to include small to medium sized businesses and large national companies.
- Secure high-level business accounts and develop positive business partnerships.
- Consistently research and analyze current marketing trends and ensure effective control of marketing results and initiate corrective action to guarantee achievement of marketing objectives falls within designated budgets.
- Research and maintain professional knowledge of cutting edge technology to provide top quality customer care and make recommendations for changes in products and services.
- Emphasize product features based on analyses of customers needs and on technical knowledge of product capabilities and limitations.
- Effectively demonstrate and explain the operation and use of products.
- Troubleshoot and resolve technical problems with self-serve applications.

Business Coordinator

Center For Behavior Intervention (CBI) - 2010 – 2013

- Responsible for employee and contractor requirements, documentation, etc.
- Team member recruitment and interviewing Social media management (FB, LinkedIn, blog, etc..) Manage phone system (outgoing messages, holiday announcements, etc..) Professionally answer all incoming calls and forward them to the appropriate persons or voicemail..
- Keep file cabinets locked at all times, and door to file room is to be kept closed at all times.
- Perform quarterly file audits to ensure we are in compliance and report any deficiencies immediately to Owners Assist in answer phones, forward messages, transfer calls, return calls, etc.
- Organize, manage and update all electronic files Organize, manage and update all paper files Ensure indoors and immediate outdoor spaces of the facility are kept neat, clean, and safe.
- Oversee and manage all support staff to ensure all staff are operating in accordance to all policies Assisting with Payroll/Updating Quickbooks.
- As well as ensuring all staff are using Time clock in & out procedures correctly and updating corrections as needed..

Education

Project Management Certification in Project Management - 2015(Emory University - Atlanta, GA)