

# Robert Smith

## Customer Relations Coordinator/Representative

### **CONTACT DETAILS**

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### **PERSONAL STATEMENT**

Looking for challenging opportunities while contributing to company growth, image, revenues, and profits. Impeding obligations that will affect ability to place job requirements at top of priority in life.

### **WORK EXPERIENCE**

#### **Customer Relations Coordinator/Representative**

**B&E Merchandising - 2016 - 2019**

##### *Responsibilities:*

- Developed supporting documentation to support systems software and training.
- Conducted training prior to and after implementation of systems/groups of up to 30.
- Public Speaking and training to larger groups.
- Learned through this experience that this is the time to change fields and follow life long pursuit to be employed in the customer service and hospitality industry.
- Able to perform non-invasive cardiac diagnostic procedures utilizing ultrasound technology.
- Operate and maintain ultrasound equipment.
- Assigned and wrote pan numbers on each impression and or/model.

#### **Customer Relations Coordinator**

**ABC Corporation - 2015 - 2016**

##### *Responsibilities:*

- Responsible for account development and maintenance for a leading dental implant surgeon, ensuring continual flow of referrals.
- Developed excellent customer relationships with referring dental offices.
- Coordinated office meetings, social events, and entertainment with and for referring dentists.
- Developed and managed D.I.S.C.
- social media presence, including Facebook and LinkedIn.
- Provided key sales and office information to potential new clients..
- This is Dummy Description data, Replace with job description relevant to your current role.

### **Education**

BACHELOR OF BUSINESS ADMINISTRATION in MANAGEMENT - (Baker College)

### **SKILLS**

Money handling,  
Customer service, Ultra  
sound experience,  
Invoice management,  
Lab testing, Computer  
file organization, Excel  
work, Administrative  
experience, Accounting.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company  
Name)  
Reference - 2 (Company  
Name)