

Asst. Business Coordinator

ROBERT SMITH

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Objective

Experienced Analyst with diverse industry experience in treasury, banking, government, compliance and technology. Professional expertise includes treasury systems applications, project management, business analysis, risk/compliance, and relationship management, IT Service Delivery. Seeking full time opportunities with growth potential.

Skills

Microsoft office, Customer Service, Powerpoint, Kudzu ordering system, Business Analysis, Hiring, Research, Recruiting, Receptionist, Reporting.

Work Experience

Asst. Business Coordinator

ABC Corporation - March 2009 - September 2010

- Coordinated the implementation of new SharePoint based Software package.
- Worked with Application development team to set up pricing structures, dashboards for report queries.
- Provided end user training and policy and procedure documentation as needed.
- Performed Client Management, Claims Management, A/P and A/R functions, and accounting functions using Acculynx (SharePoint) Contractor Project Management Software Application to include Uploading Pictures, Estimates, Insurance Reports, and set up and tracked appointments for subcontractors, insurance re-inspections, and sales.
- Tracked job pricing, and performed profit analysis to determine sales commissions.
- Management and Sales to ensure project timelines were met.
- Scheduled roof inspections and worked with Insurance Claim Reps/Adjusters expediting resolution of claim payment.

Business Coordinator

ING Reliastar/Cognizant - 2007 - 2009

- New Business/Transfers-In Coord ING Reliastar/Cognizant Review incoming New Business paperwork for accuracy and completeness Manage filing and storage of unprocessed or incomplete documents.
- Enter Transfer requests into computer system and send to other companies via United Parcel Service or fax.
- Processed New applications and transfers using the Vantage 12, Task Manager and EUC systems.
- Mentor newly hired individuals on the process and systems used within the New Business/Transfers-In Dept.
- New Business Team Lead for approx.
- 2 years Served on Six Sigma Pilot team prior to re-organization of the New Business/Transfers In Processes.
- Reach out to Agents/Clients to obtain corrections to paperwork that was not completed properly..

Education

- 2009(Georgia Perimeter College - Atlanta, GA)