

# Robert Smith

## *Business Support Specialist - Contract*

### PERSONAL STATEMENT

An effective communicator with excellent relationship, management skills and strong analytical, problem-solving and organizational abilities. To obtain a challenging career that will utilize the computing, problem-solving and communication skills which will enable successful integration of technology and knowledge to increase the effectiveness of corporate goals.

### WORK EXPERIENCE

#### ***Business Support Specialist - Contract***

**ABC Corporation - February 2002 - March 2005**

##### *Responsibilities:*

- Design and support the maintenance and upgrading of credit, pricing, authorizations, and collection-related strategies within a rules engine.
- Test new strategies and simulate outcomes prior to production release.
- Produce detailed project requirements for systems enhancements on internal systems.
- Identify opportunities for increased efficiency and productivity within supported business units.
- Software development Manage applications projects by coding, testing and implementing changes.
- Prepare detailed logic diagrams for new and existing programs and translate diagrams into program statements.
- Assist in the installation, implementation, and modification of vendor packages.

#### ***Business Support Specialist***

**ABC Corporation - 2000 - 2002**

##### *Responsibilities:*

- Typed additional information letters for business application processing.
- Maintained business statements such as annual fees, late fees, and finance charges.
- Assisted clients with immediate customer concerns.
- Provided internal customer service to fellow employees.
- Compiled reports for file review. Maintained reports for received applications.
- This is Dummy Description data, Replace with job description relevant to your current role.
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### Education

Master's in Information Systems - 2014(University of Alabama at Birmingham - Birmingham, AL)

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Microsoft, Management,  
Medical Terminology,  
Administrative Support.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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