

ROBERT SMITH

Business Services Coordinator III

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

Highly energetic and creative professional possessing a strong desire to continue building experience in marketing and communications. Proven success in creative writing, marketing, fundraising, customer service, and event planning.

EXPERIENCE

Business Services Coordinator III

EDAC Composites, Formerly Parkway Products, Inc - JANUARY 2010 - 2020

- Rapidly expanding aerospace manufacturing facility which creates and develops high-performance plastic components for military and civilian aircraft development companies.
- Company mission is to safely produce quality parts on time.
- Coordinate & promote monthly employee activities and events to increase employee morale company-wide.
- Arrange travel accommodations while managing budget and schedules for employees and managers in the continental US and internationally.
- Negotiated rates with local hotels for over 15% annual cost and complimentary guest shuttle service.
- Reconcile monthly credit card statements, collect and organize receipts from all supervisors.
- Invoice all shipments in the inventory management system, email and/or mail to customers.

Business Services Coordinator

Delta Corporation - 2008 - 2010

- Well known Telecommunication Company with over 500 employees in their Hanover, Maryland call center.
- Caters to both consumer and business accounts Business Services Coordinator Received inbound calls from customers with questions or inquiries.
- Daily Posting of visit charges, and monthly Hospital Billing, confirmation of insurance eligibility, oversight of and printing HCFAs, follow-up aging/.
- Manage Receivables Process Donor Deposits Conduct Inventory Audits of price, product classifications, and physical count Monitor Grant Usage.
- Assisted in setting up new agency by developing policies and procedures Responsible for all day to day activities of the office, including billing.
- Facilitated all Business Services installs for Broward and Dade

Counties.

- Help technicians with any problems during the installation process.

EDUCATION

- Bachelor of Arts in Public Relations - 1999(Miami University - Oxford, OH)

SKILLS

Microsoft Office, Ten Key, Customer Service, Accounting, Receptionist, Administrative Assistant, Data Entry.