

# Robert Smith

## *Business Services Coordinator II*

### PERSONAL STATEMENT

Business Services Coordinator position will provide you with the opportunity to make an immediate impact to our business by providing project and administrative support to our legal teams.

### WORK EXPERIENCE

#### ***Business Services Coordinator II***

**ABC Corporation - November 2011 - September 2015**

##### *Responsibilities:*

- Work with the Agency Director in the development, preparation and submission of the annual budget and forecasting budget outlays.
- Maintains, monitors, and reconciles departmental budget.
- Makes budget transfers as needed in order to adequately balance agency expenditures.
- Provides information based on historical data relative to preparation of the grant request.
- Maintains the fiscal records for each grant fund and determines how expenditures are posted.
- Ensures that accounting records adhere to grant funding requirements, city, and agency policies and procedures.
- Review and prepare purchase orders, supply requisitions, and invoices and ensure that transactions are in compliance with the City's policies.

#### ***Business Services Coordinator***

**Delta Corporation - 2007 - 2011**

##### *Responsibilities:*

- Performs and delegates resident assignments; Process and maintain student housing assignments and billing records; Manages auto-release and incoming.
- Assist Community Association Manager with all aspects of Homeowner Association Management Contact Vendors and coordinate services for communities.
- Maintain and support business goals and objectives while regularly inspecting and evaluating the physical conditions of the facility; recommend.
- Producing effective results and maintaining a proactive relationship/communication with the client Program coordination, program marketing.
- Maintain and propose emergency response plans, including, evacuation, implementation of after-hours emergency response, and environmental health.
- Manage the execution of various site amenity programs Manage multiple vendors and the negotiation of their contracts Ensuring that employees are paid.
- Facilitated all Business Services installs for Broward and Dade Counties.

### **CONTACT DETAILS**

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

### **SKILLS**

Excel, Customer Service,  
New World Accounting  
Software,  
Infinium/Payroll.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

Education

BS - (Kecoughtan High School - Hampton, VA)