

# Robert Smith

## Business Operations Coordinator

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### SUMMARY

Dedicated Business Professional who excels at driving excellent customer service, and strategic growth within business/consumer accounts. Other experience includes: customer training, merchandizing, and operational auditing.

### SKILLS

Powerpoint, Excel, Excel, Word, Outlook.

### WORK EXPERIENCE

#### Business Operations Coordinator

Perficient, Inc - March 2016 – 2020

- Effectively communicated with Project Managers regarding contract documents, change orders, and approvals.
- Ensured projects are set up accurately and timely so that revenue recognition is appropriate and internal controls are met.
- Prepared timely and accurate invoices including any with necessary adjustments.
- Ensured resource schedules are accurate and detailed to allow for future resource management planning.
- Maintained and updated backlog and fixed fee forecasts with the bi-weekly forecasting cycle.
- Provided operational analytic reports such as actuals to forecast analysis and project profitability and margin analysis as needed.
- Ensured all time and expenses are entered and approved per company policy.

#### Business Operations Coordinator

Delta Corporation - 2011 – 2016

- Created, maintained and updated Nurse Case Managers schedules Supervised PRN staff Managed payroll and timekeeping activities for all staff Tracked, .
- Complete purchase order processing from requisition to payment Assist business manager with day to day functions, maintain monthly vendor tracking.
- Team lead for the environmental subcommittee and liaison for the hse committee.
- Manage waste, recycling and alternative commuting programs for client, while providing training and support to business units as required, track use of programs for property management and evaluate future needs for expansion of programs.
- Tracked rush payments and stop payments for internal and external customers.
- Created excel spreadsheets and pivot tables for credit card and ups accounts reconciliations.
- This is Dummy Description data, Replace with job description relevant to your current role.

### EDUCATION

Masters of Business Administration in Finance - (College of Business Administration)