

# Business Support Specialist

## ROBERT SMITH

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### Objective

Dedicated Business Support Specialist who provides exceptional customer service through active listening and problem-solving. Highly energetic with strong time management skills and thrives in a fast-paced, dynamic environment. To be a part of a professional and dynamic organization, where individual growth is viewed through the growth of the organization.

### Skills

Office Management, Administration, Computer Skills, Computer Skills, Quickbooks Pro.

### Work Experience

#### Business Support Specialist

**ABC Corporation** - April 2010 - May 2016

- Create business accounts within an internal database Evaluated consumer reports on a monthly basis.
- Schedule and build orders into the database according to the Service Order Agreement.
- Verified all contracts met all submission criteria and compliance.
- Evaluated contracts and confirm services with the customer to ensure accuracy.
- Data entry Made calls to business customers to schedule install for requested services.
- Received calls from on-site technicians for correct errors on business account for proper installation.
- Mastery of customer service management systems and databases.

#### Business Support Specialist

**ABC Corporation** - 2009 - 2010

- 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.

### Education

High School Diploma in Management - 2008(Community College of Denver - Denver, CO)