

ROBERT SMITH

Asst. Business Services Coordinator

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Provide oversight for space and facilities and administrative business practices across the department. Ensures correct functioning of facilities, office and/or business support services.

CORE COMPETENCIES

Microsoft Office Word, Excel, Powerpoint, Publisher, Project, Social Media.

PROFESSIONAL EXPERIENCE

Asst. Business Services Coordinator ABC Corporation - March 2006 – March 2012

Key Deliverables:

- Supported the Business Services Manager, Robert Byer, and 17 service technicians.
- Coordinated Key and PBX job installations from the point of sale until it was completed and invoiced to the customer.
- This involved interacting with various departments such as Sales, Procurement, Supply Chain Management, System Designer, and Technical Support.
- Performed billing analysis for discrepancies brought to our attention by business customers.
- Issued an appropriate credit adjustment approved by the supervisor.
- Processed all invoices for the departments through SAP (Services & Procurement) and our Concur expense reporting system.
- Supported the field technicians with any material issues.

Business Services Coordinator Delta Corporation - 2001 – 2006

Key Deliverables:

- Payroll, Monthly/Quarterly Reporting, Insurance, Workers Compensation Claims, State Reporting, Billing, Invoicing.
- Maintained over one thousand client files and confidential data kept records of high volume business counseling provided by in house counseling, data.
- Responsible for agency purchases.
- Maintained the JP Morgan Chase purchasing card system Collected and reviewed bids for major purchases Payroll & Accounts Payable Back-up Assisted.
- Paralegal duties; contract administration, development, and presentation of training programs for Business Office; revising policies and procedures.
- Promoted to Key Account Sales Manager and ultimately to Key Account Development Manager.

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- Expertly finalized the company contract process expanding existing customers services Partnered with key decision-makers to understand their needs and.

EDUCATION

Associate In Applied Science In Computer Science - (Salisbury Business College)

