

Robert Smith

Business Operations Coordinator II

PERSONAL STATEMENT

To obtain a rewarding position that will allow to utilize the knowledge and skills gained from education and experience within the Business Administrative, Customer Service, Mechanical and Maintenance fields. As well as, serve a purpose greater than satisfy the desire to reach as many people as possible while employing passion for creative arts, soulful health and well-being, preservation of natural resources, and creating awareness and appreciation towards different cultures.

WORK EXPERIENCE

Business Operations Coordinator II

COMCAST - 2014 - 2020

Responsibilities:

- Provided customer escalation support with urgency and proficiency.
- Provided processing support for Coastal Business sales orders.
- Project managed business installation, acting as single point of contact for customers post sale through service installation.
- Interfaced with local market Dispatch, Account Coordination, and Sales teams to ensure successful order implementation.
- Interfaced with other support teams to resolve post installation service issues.
- Documented and trained appropriate staff on PRI process.
- Manage escalated service issues and confirm resolution to customer satisfaction, as needed.

Business Operations Coordinator

Delta Corporation - 2013 - 2014

Responsibilities:

- Making quality restorative dentistry more affordable and accessible to patients worldwide Administrator of PM team SharePoint page edited and .
- Medina, Minnesota Internal event and philanthropic project coordination and set up Calendar management and vendor contact Initial point of contact .
- Responsible for order management, recurring customer set up, configuration changes, system licensing, database/finance project work, processing .
- Worked extensively with internal and external customers.
- Handled all client invoicing/contractor remittance Submitted first drafts of client proposals to VP of Operations Transitioned existing company .
- served as coordinator between regional and divisional sales departments.
- This is Dummy Description data, Replace with job description relevant to your current role.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Administrative Assistant,
Excellent Organization
Skills.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

Bachelor of Science in Information Systems - (University of Phoenix)