

Robert Smith

Area Coordinator/Consultant

PERSONAL STATEMENT

Detail-oriented, highly motivated, tech-savvy, research and process improvement professional with strong educational background in Biology, supported by professional work experience in neuro marketing research, data management, and quality control.

WORK EXPERIENCE

Area Coordinator/Consultant

ABC Corporation - August 2012 - October 2013

Responsibilities:

- Facilitated successful internal and external audits through sound and thorough documentation.
- Monitored payments due from clients and promptly contacted clients with past due payments.
- Performed accounts receivable duties including invoicing, researching chargebacks, discrepancies and reconciliations.
- Trained new employees on multiple medical billing programs and data entry software.
- Prepared and distributed payroll for staff at two locations.
- Reduced overhead by taking on more responsibility with creative and administrative projects.
- Managed executive calendar and coordinated weekly project team meetings.

Area Coordinator

ABC Corporation - 2007 - 2012

Responsibilities:

- Directed freight on sales floor.
- Instructing stock associates in proper freight handling process.
- Making sure freight got to the correct destination on the sales floor in a timely and orderly fashion.
- Till management.
- Controlled the freight flow process.
- Made sure all stock associates were properly trained Skills Used Leadership, material handling product distribution, cashiering, till balancing.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Master's in Project Management & IT - 2015(Colorado Tech Online - Colorado Springs, CO)

CONTACT DETAILS

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

SKILLS

Strong Mechanical
Aptitude Keen Eye For
Detail Acutely.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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