

Robert Smith

Business Coordinator Lead

PERSONAL STATEMENT

Administrative professional experienced in project management and business operations. Strong organizational, communication, and leadership abilities that support an advanced understanding of internal and external customer needs. Self-directed, resourceful, and dedicated to the delivery of safe high quality patient care.

WORK EXPERIENCE

Business Coordinator Lead

ABC Corporation - March 2007 - February 2012

Responsibilities:

- Direct report to onsite hospital administrator; supported other hospital leadership team members with various improvement projects.
- Managed relationships with contracted vendors for hospital support services.
- Served as departmental liaison with Human Resources in regards to employee certifications and licensures, recruiting, evaluations, disciplinary issues, separation processes and file maintenance.
- Conducted new hire orientation providing introduction to organizations mission, values, policies and procedures.
- Processed payroll for a staff of 80+ employees, distributed productivity and attendance reports for department supervisors.
- Prepared accounts payable vouchers, employee travel and expense reimbursements ensuring compliance with State of Texas guidelines.
- Served as Accountable Property Officer maintaining property accounting records, annual physical inventory and procurement of hospital equipment and supplies.

Business Coordinator

ISI Company Buffalo Grove - 2002 - 2007

Responsibilities:

- setting up appointments with business owners for our sales team.
- Our goal is to help businesses run more efficiently by increasing cash flow, market share, and employee retention, Extensive experience in every facet of business and financial consulting helps our clients get their businesses off to a great start, establish the right operational systems, develop and maintain sound financial practices, maximize profits, and plan for strategic growth.
- We often serve as a sounding board for clients, giving them an opportunity to bounce ideas off someone who can provide knowledgeable insights and advice.
- Promoted to the Southwest region manager of 30 in house employees and 30 field employees.
- My region ranked at the top out of 5 regions in sales and cash collect.
- Trained employees on appointment settings and selling our services to business owners.
- Conducted weekly staff meetings to ensure overall performance of sales

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CONTACT DETAILS

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SKILLS

Time Management,
Leadership, Client
Relations, Flexibility,
Detail Oriented, Fast
Learner.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

goals..

Education

Bachelor of Arts in Healthcare Administration - 2009(Concordia University Austin - Austin, TX)