

Robert Smith

Business Operations Coordinator/Director

CONTACT DETAILS

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

SKILLS

Microsoft Word, Windows
XP, ORSOS, and Paragon
Resource scheduling
system, Operating a
photo copier.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

PERSONAL STATEMENT

Searching for growth opportunity to bring operational expertise and marketing knowledge to top-tier brands. Core Professional Strengths: Fluent in Spanish Microsoft Office & Visual Basics (Excel) Project Management Identify/Troubleshoot Critical Issues Corporate Event Planning & Quick Study & Results Driven Coordination Strong Verbal & Written Customer/Client Service Communication.

WORK EXPERIENCE

Business Operations Coordinator/Director

Samuels Jewelers, INC - June 2015 - 2020

Responsibilities:

- Responsible for executing and implementing corporate strategies and initiatives to ensure retail locations have the tools to achieve sales goals.
- Required to work on multiple projects at a time; able to identify and achieve required steps to attain goals and deadlines.
- Built and developed strong support teams through facility trainings for territory managers.
- Implemented policies and procedures by identifying process improvements to increase efficiency and effectiveness of business opportunities.
- Developed and coordinated all aspects of annual national conference (domestically and internationally) and provide on-site coordination at all corporate functions.
- Responsible for creating and editing all corporate presentation materials as well as draft and distribute written communications to the field and corporate office.
- Used information from multiple sources for reporting to analyze and formulate action plans to increase sales performance.

Business Operations Coordinator

Delta Corporation - 2010 - 2015

Responsibilities:

- Performed all aspects of the financial management of Hospice to include budget planning, purchasing, data tracking and monthly close as well as .
- Also responsible for information required to maintain a separate non electronic medical record for hospice.
- Insurance verification, authorization coordination and input of patient information as well as communication with patient on insurance benefit .
- Revived the Hospice Volunteer piece as the transitional Volunteer Coordinator following a year of the position being unfilled to meet Medicare .
- Optimized client channel management and supervised supply chain management for the leading scrap metal broker Supervised supply

chain management in .

- EMC is a global leader in enabling businesses and service providers to transform their operations and deliver Information Technology as a service.
- Coordinated and assisted with staffing and subcontract project administrative operations, including budget tracking, project scheduling, data entry, .

Education

BBA in Marketing - 2012(University of North Texas)