

## Area Coordinator

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## Objective

Area Coordinator professional offering versatile administrative skills and proficiency in Microsoft Office programs. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality.

## Skills

Microsoft Office, Lotus Notes.

## Work Experience

### Area Coordinator

**ABC Corporation** - 2007 - 2014

- Provided administrative support to the Vice President of Sales and to the Area Human Resources Manager.
- Handled confidential and highly sensitive information involving employee-related issues.
- Prepared offer letters, separation agreements and employee-related correspondence.
- Scheduled and coordinated meetings, interviews, appointments, events, corporate luncheons and other similar activities, which also included travel and lodging arrangements.
- Established, maintained and updated files, databases, records and other documents.
- Coordinated and maintained bi-weekly attendance and annual vacation records.
- Ordered building and office supplies, scheduled equipment repairs and installations.

### Area Coordinator

**ABC Corporation** - 2006 - 2007

- Was responsible for training, supervising over 100 bus drivers and attendants.
- Maintained monthly state and federal reports, tested CDL drivers, annual testing on all employees to ensure policies were being enforced, handled all complaints or concerns from school administration, parents or peers about my employees and more.
- I feel that my requirement for excellence in my employees job performance kept over 25,000 students that rode my buses safe.
- Set up a mentor program so new employees would get support from seasoned staff if they needed it.
- Helped start a food drive program in our city that was very successful in feeding many families.
- Maintained employee records and testing schedules Skills Used Verbal skills in conflict resolution Computer skills CDL driving and CDL testing.
- This is Dummy Description data, Replace with job description relevant to your current role.

## Education

