

# ROBERT SMITH

## Assistant Business Support Specialist

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

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### SUMMARY

Assistant Business Support Specialist, recognized as a thorough, efficient, and organized software tester. Goal-oriented and highly accountable accomplished professional with a strong work ethic and dedication. To further the professional career with an executive-level management position in a world-class company

### CORE COMPETENCIES

Account Management, Accounts Payable, Business Management, Interpersonal Skills, Team Building, Filing

### PROFESSIONAL EXPERIENCE

#### Assistant Business Support Specialist ABC Corporation - May 2009 – August 2011

##### Key Deliverables:

- Daily Monitoring of E2B reports via Submission Tracking Application to ensure on-time reporting.
- Daily submission of E2B reports (literature and labels) to the FDA.
- Perform daily monitoring of Weblog to ensure on-time reporting and system availability.
- Daily monitoring of RightFax transmissions to ensure all incoming information is received and complete.
- Keep a daily log of all incoming information to the Global Pharmacovigilance department.
- Daily monitoring of unproduced reports via the Variable Report tool.
- The first line of contact with all departmental computer issues (100+ employees) - Daily resolution of minor computer issues throughout the department.

#### Business Support Specialist ABC Corporation - 2008 – 2009

##### Key Deliverables:

- Scheduled shipments and managed tracking, date of departure to date of arrival.
- Researched any issues and concerns regarding product shipments.
- Event coordination for a business conference, hotel reservations, guest registrations and tickets for conference admission and scheduling of night events.
- Ordering of clothing merchandise for the event with company logo designs.
- Designing of event themes and invitations to distribute to customers.
- This is Dummy Description data, Replace with job description relevant to your current role.
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### EDUCATION

A.A.S in Computer Science - 2006 (Raritan Valley Community College - Branchburg, NJ)

