

ROBERT SMITH

Asst. Business Operations Specialist

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Professional to be hard working and a fast learner. Self-motivation to get projects completed in a timely manner. Contribute ideas and brainstorm with co-workers. Highly motivated, efficient, optimistic, and have effective public skills.

EXPERIENCE

Asst. Business Operations Specialist

MedLab Consulting, Inc - SEPTEMBER 2008 - 2019

- Consult with the business owner and lead consultant to provide education and guidance on matters regarding business operations, financials, and best practices.
- General accounting responsibilities including but not limited to, maintaining the general ledger, reviewing financials, reconciling books, and collecting outstanding payments.
- Analyze the current financial state of the company and prepare financial reports, income statements, balance sheets, and cash flow statements.
- Act as liaison between clients and the company to foster strong relationships.
- Coordinate with owner and employees to acquire new clients, schedule site visits, inspections, and training events for clients.
- Maintain company manuals and policies and review annually for revisions.
- Responsible for working at the organization level to administer product support processes for integrated logistics support, integrated support plans, postproduction support plans, and fielding plans in order to meet Customer requirements/commitments.

Business Operations Specialist

ABC Corporation - 2007 - 2008

- Conduct research on business accounts within Salesforce to provide accurate data for purchase orders.
- Create and manage product returns, credit and debit memos in SAP and update in Salesforce.
- Process and analyze reports in support of order fulfillment and service operations.
- Work directly with Salesforce and SAP ERP software and manage scheduling of orders through our databases.
- Cross-reference opportunities and leads with quotes provided for service orders and contracts of reagent and other Illumina genomics products.
- Interpret requirements of purchase order details, quotes, and sales or

customer inputs to create and maintain stock sales orders in SAP in accordance with contract guidelines and Illumina policies and procedures.

- Analyze complex custom order requirement, translates into orderable units of subcomponents based on calculations and design requirements..

EDUCATION

- Master of Business Administration - (East Carolina University - Greenville, NC)

SKILLS

Microsoft Office , PeopleSoft, System Applications.