

Objective

To obtain a position that best utilizes experiences in areas such as: Project Coordinator, Research, Proofing, Executive Administrative Assistant, Marketing, Information Technology, Customer Service, Event Planning, Website Maintenance, Reporting, Vendor Management and more. The ideal position will challenge me, provide opportunities to expand my knowledge and offer various tools for professional growth.

Skills

Word, Excel, Outlook.

Work Experience

Business Operations Coordinator I

ABC Corporation - 2012 – 2015

- Managed waste, recycling and alternative commuting programs for client, while providing training and support to business units as required, track use of programs for property management and evaluate future needs for expansion of programs.
- Facilitated Management team lead for hi-rise fire and safety Fire Wardens.
- Maintained program budgets and assist in preparing future budgets, manage vendor subsidy invoicing and payments.
- Coordinated the timely entry and processing of AP transactions such as vendor invoices and expense reports.
- Coded and allocated expenses within appropriate system such as Service Insight.
- Researched vendor invoices and payment inquiries.
- Coordinated project start and completion times.

Business Operations Coordinator

Delta Corporation - 2013 – 2014

- Conduct business-to-business sales and consulting; develop face-to-face relationships with clientele; new client acquisition; conduct professional on-
- Providing day to day business operation support, e.g.
- processed AP transactions to vendor and expense reports, updated website for new merchandise, tracked online transactions for finalization.
- Coordinating with other departments for verification for expense and collections.
- Maintained inventories, returned wrong receivables, and drew back duties paid.
- Solicit prospects to engage in shared service education platform Provided account support, setup, billing and technical troubleshooting Developed .
- Office and employee supervision Staffing and training of all department personnel Oversight of nine separate funds for the department Budgeting, .

Education

BS- (Association of School Business Officials)