

Robert Smith

Business Services Coordinator/Representative

CONTACT DETAILS

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

SKILLS

Time Management,
Cultivate Community
Partnerships, Oral.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

PERSONAL STATEMENT

Public Health professional with over 10 year's experience in Program and Project Administration. Proven ability to take charge of a project, identify and resolve problems, and bring the project to completion on time and within budget. Demonstrated ability to function as a team leader or team player.

WORK EXPERIENCE

Business Services Coordinator/Representative **NC State Laboratory Of Public Health - 2009 - 2020**

Responsibilities:

- Provide administrative oversight for the Chemical Terrorism and the Bioterrorism & Emerging Pathogens Unit.
- Develop departmental policies and procedures.
- Authorized purposes in compliance with laws, regulations, the provisions of agreements, and to achieve performance goals.
- Access granted to select agent(s) by the FBI, Criminal Justice Information Services Division to ensure compliance with documentation and federal regulatory guidelines.
- Monitor the Chemical Terrorism and the Bioterrorism and Emerging Pathogens Units portion of the \$13M Public Health Preparedness & Response federal grant.
- Coordinate the collection and preparation of personnel time-and-attendance records, separations, position postings, new hires, transfers, vaccinations, immunizations and training requirements.
- Review quality methods in order to improve workflow and simplify reporting procedures.

Business Services Coordinator **Delta Corporation - 2001 - 2006**

Responsibilities:

- Initial client consultations via phone and in-office to determine their eligibility to file for bankruptcy Prepared and processed chapter 7/13.
- Prepared initial itinerary profiles for client trips scheduled for travel plans and group tours.
- Heavy customer and supplier contact through verbal and written communications Contracted commercial and residential sales agreements Organizing.
- As a part of the Business Services Team, my duties were to sort job applications pre-screening candidates and, search resumes for local employers.
- Handled phones, faxing, filing, data entry and creating transmittal sheets for applications.
- Responsible for following up on employment verifications, unemployment verifications, and compliance.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Master of Business Administration - (University of Phoenix - Raleigh, NC)