

ROBERT SMITH

Business Coordinator

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

SUMMARY

Proficient in computing and collecting operation revenue; performing financial analysis; applied to government, commercial and not-for-profit contracts; and well-versed with A/P, A/R. Streamlined contract set up process by establishing a variety of checkpoints and databases to effectively manage contracts and to catch inaccuracies before contracts are set up.

CORE COMPETENCIES

Microsoft Office Suite, Microsoft Windows, IOS, iPad, TCP/IP, Wireless Networking, Credit, Skip Tracing, Collections.

PROFESSIONAL EXPERIENCE

Business Coordinator

ABC Corporation - January 1998 – July 2000

Key Deliverables:

- Performed monthly closing, to include preparing and reviewing adjusting, recurring, leasing agreements.
- Assisted the Vice President of Human Resources in final preparation of all contracts.
- Maintained contract master file components database, to include setting up contracts, maintenance contracts with modifications allowing payments to be processed for all vendors and external clients.
- Trained new Office Manager, Executive Directors of other Regional Offices, and new incumbent.
- Created budget spreadsheets for new director of operations and project managers using MS Excel.
- Maintenance Lease Database for 90 chapter offices managing timely monthly payment of rent and utilities of all chapter expenses.
- Participated in the organization of events and volunteered as a host at several events to promote sponsorship and donations.

Business Coordinator

ABC Corporation - 1996 – 1998

Key Deliverables:

- Greeting Clients when they arrived Reception.
- Scanning, faxing, copying, filing and typing.
- Keeping track of petty cash as well as office and break room supplies.
- Maintaining phones, computers and printers.
- Running errands.
- i.e.
- stores, banks and other offices..

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EDUCATION

- Facility Management Certification - (George Mason University - Manassas, VA)