

# Robert Smith

## Associate Business Coordinator

Phone (123) 456 78 99

Email: [info@qwikresume.com](mailto:info@qwikresume.com)

Website : [www.qwikresume.com](http://www.qwikresume.com)

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

### SUMMARY

To secure a high level position where I will be able to utilize my customer service experience, leadership skills, and business creativity to enhance the quality of service and financial viability of a progressive company/organization.

### SKILLS

Graphic Design Administration, Organizational Multilingual, Adobe Photoshop, Adobe Illustrator Advertising & Design Certification.

### WORK EXPERIENCE

#### Associate Business Coordinator

ABC Corporation - 2001 - 2005

- Spearheaded budget oversight and reporting of all actual spending for 3 cost centers and outside vendor billing, and prepare a monthly budget review for Senior Financial Analyst.
- Approved work orders and issued purchase orders for production services.
- Managed and tracked the artwork approval process, and coordinated software upgrades and computer training.
- Manage Outside Contractors hours and approved billing invoices.
- Designed a new position to implement and manage the in-house graphic design of the packaging.
- Determined budgets for contractors hired to assist internal design staff on each brand project.
- Tracked all design projects through marketing, legal and package development departments, and maintained all departmental files.

#### Business Coordinator

ABC Corporation - 1998 - 2001

- Maintained vendor accounts and paid by check and online.
- Processed all invoices through QuickBooks Premier with recurring payments.
- Maintained daily schedule/calendar, including all appointments, etc., for the President/CEO.
- Developed spreadsheets as needed for the Business Administrator and/or the President/CEO.
- Supervised data entry office and maintained 18,000 donors information.
- Balanced daily donations with deposit.
- 05/05 - Husband transferred to North Little Rock, AR.

### EDUCATION