

Business Development Coordinator/Administrator

ROBERT SMITH

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Objective

Financial manager qualified in QuickBooks and Excel, spreadsheets, tracking, accounts payable, accounts receivable, reconciling, budgets, audits, and financial analyzation. HR Paperwork, Payroll, deductions, benefits, PTO, W-4's, I-9's, 1099's and W-9's.

Skills

Excel, Word, Outlook, Quick Books, Peachtree, Corel Draw, Donor Perfect, Social Media, Website Editing.

Work Experience

Business Development Coordinator/Administrator

ABC Corporation - 2007 - September 2014

- Managed and maintained healthy relationships with all business accounts, suppliers, customers, vendors, memberships and subscriptions.
- Managed all liability and workmans compensation insurance requirements, certificates and performed yearly internal audits.
- Managed all human resources including hiring paperwork, W-4s, I-9s, management, grievances and satisfaction, time sheets, payroll, 401K, health insurance, flexible spending accounts, W-9 contractors, 1099s and W-2s.
- Managed Metrics in Excel to track customer leads, marketing profitability, expenditures, net profits and budget.
- Facilitated entire office infrastructure including setting up wireless office, creating computer filing and back-up system and file retention policy.
- Maintained all office equipment, supplies and building maintenance.
- Created marketing agendas and materials, tracked profitability and set marketing goals.

Business Development Coordinator

ABC Corporation - 2003 - 2007

- Summary Provide support to Account Management Team and Sales Manager and construction team within collocation processes and new site builds.
- Produce revenue reports from various databases.
- Manage deadlines met throughout collocation process for telecommunications infrastructures.
- Conduct site visits to inspect site plans and construction specifications.
- Pursue leads from wireless and ISP carriers.
- Research the market changes of FCC licenses.
- Assist with new market implementations to achieve revenue goals..

Education

Associate in Liberal Arts - (Oakland Community College - Royal Oak, MI)