

Robert Smith

Business Coordinator/Executive

PERSONAL STATEMENT

Over 6 years-experience assisting customers and, employees in exceeding their needs. Exceptional background in analyzing data for company impact. Analytical and organized in with proven abilities to succeed in the workplace while decreasing cost and increasing revenue. I am a highly skilled quicker learner, self-starter and persuasive communicator.

WORK EXPERIENCE

Business Coordinator/Executive

MOBINET, LLC - Subsidiary Of Etex Communications - January 2013 - 2019

Responsibilities:

- Audit services for all internal billing for accuracy.
- Communicate with others to gather information and clarify needs, research as needed, reprioritize as appropriate and make decisions as necessary.
- Generate and sort data for monthly reporting to the Board of Directors using a variability of sources to make recommendations or report on the anticipated financial outcome.
- Interact with data, evaluate methods or expose new data.
- Utilize blended data from multiple sources in order to reveal new information or relationships in support of operational decisions.
- Generate and run the monthly bill cycle accurately and ensure all taxes and rate plans apply correctly.
- Apply late fees, run pre-notes, recurring bank drafts, and automatic credit card payments.

Business Coordinator

Holland Physical Therapy - 2009 - 2013

Responsibilities:

- Internship and now working there.
- Observed physical therapists for fall semester of school at Grand Valley for Exercise Science curriculum.
- Included prepping for patients, being involved in patient care, and observing the treatments.
- Enhanced anatomy skills and overall knowledge of the human body.
- Deal with scheduling patients and taking payments.
- Documenting progress notes and other necessary paperwork.
- Take co-pays and coordinate with insurance agencies regarding treatment of patients..

Education

Bachelor of Behavioral Science - (HARDIN-SIMMONS UNIVERSITY - Abilene, TX)

CONTACT DETAILS

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

SKILLS

Call Center
Management, Microsoft
Office, Inventory
Management, Document
Creator Including PDF,
Sales Management, 58
WPM,
Telecommunications,
AS400 Skilled,
SmartSheet, Tableau
Workbooks.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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