

# Business Operations Coordinator

## ROBERT SMITH

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### Objective

20+ years of project, logistics, fiscal, operations, transportation, and facilities management, including fleet vehicle and heavy equipment maintenance management experience. HVAC and power generation management experience. Experienced Logistics Manager, highly skilled in the detailed coordination of complex operations involving several people, multiple facilities, and numerous supplies.

### Skills

Business Performance Management, Project Management And Strategic Planning, Fleet And Equipment Maintenance Management.

### Work Experience

#### Business Operations Coordinator

**ABC Corporation** - June 2005 - October 2006

- Administered base life support program Gathered data for routine reports; maintained transaction logs, databases, office files, and records; ordered routine equipment/services; reviewed forms and other documents for completeness; prepared analytic reports, graphs/charts regarding utilization and readiness rates for combat and commercial vehicles.
- Monitored transactions of \$5M for combat vehicles, commercial vehicles, service parts, tools and test equipment.
- Directed support services for the construction of facilities.
- Identified client/customer needs and developed appropriate work processes to meet identified needs in the areas of plumbing, carpentry, power generation, materiel handling, and air conditioning and refrigeration.
- Directed Support Programs including emergency readiness exercises and developed evacuation contingency plans.
- Provided Research/Analysis supporting Awards Fee Evaluation Board meetings.
- Evaluated Opportunities for Cost Avoidance.

#### Business Operations Coordinator

**Delta Corporation** - 2002 - 2005

- Created/organized global security based trips for high profile traveling clients.
- Coordinated tasks to accomplish projects with timeliness and accuracy.
- Generate Customer Strategy Intelligence reports, which provide analytics for shopping habits by location, age, gender, and income to determine sales .
- Manage all incoming and outgoing communication, including composing emails on behalf of GVPs, and answer inquiries from personnel across the company .
- Supervisor Tina Cranmer (253) 573-6614 Supported 32 retail store managers, three Regional Managers, and the Director for Retail Sales Managed .
- Processed customer invoices and postage Provided customer service via email, telephone, and retail store Posted to company social media sites, .

- Medina, Minnesota Internal event and philanthropic project coordination and set up Calendar management and vendor contact Initial point of contact .

## Education

Master of Science in Information Management - 2014(Arizona State University - Tempe, AZ)