

ROBERT SMITH

Business Support Specialist I

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

SUMMARY

Motivated and strategic problem-solver who works hard and loves a challenge. Good Problem-solving skills and good communication and interpersonal skills. To succeed in an environment of growth and excellence and earn a job that provides job satisfaction and self-development and helps to achieve personal as well as organization goals.

CORE COMPETENCIES

Human Resources, Executive Management, Executive Management, Executive Support, Office Management

PROFESSIONAL EXPERIENCE

Business Support Specialist I

ABC Corporation - December 2006 – August 2014

Key Deliverables:

- Assisted various Presidents, Vice Presidents, and Business Owners in their day-to-day administrative operations.
- Executive/Administrative Assistance - Managing the day-to-day operations of the office.
- Organizing and maintaining files and records.
- Planning and scheduling meetings and appointments.
- Managing projects and conducting research.
- Preparing and editing correspondence, reports, and presentations.
- Compiled data and information then produced a wiki page for employees that increased productivity through the ease of access to the information.

Business Support Specialist

ABC Corporation - 2003 – 2006

Key Deliverables:

- Create business accounts within an internal database Evaluated consumer reports on a monthly basis.
- Schedule and build orders into the database according to Service Order Agreement.
- Verified all contracts met all submission criteria and compliance.
- Evaluated contract and confirm services with the customer to ensure accuracy.
- Data entry Made calls to business customers to schedule install for requested services.
- Received calls from on-site technicians for correct errors on business account for proper installation.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

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- Bachelor's in Business - 2016(Penn State)