

Objective

Highly motivated Information Technology Security professional that brings over 5 years progressive value and experience in innovative process creation to support security requirements for enterprise critical systems and services.

Skills

IT Security & Strategy, Network Administration, Active.

Work Experience

Business Services Coordinator I

ABC Corporation - June 2010 – December 2011

- Promoted to primary liaison between Operations and IT throughout tenure in both departments.
- Managed all vendor relations.
- Formatted, reviewed and submitted operations contracts for signatures and execution.
- Secured approval and processed all invoices for operations.
- Performed cost analysis of business expenses; researched potential savings and renegotiated contracts.
- Served as Global FedEx Administrator; took personal initiative to create client billing process.
- Researched and selected Meeting Room Manager global conference booking software to schedule meetings and allow for cost center billing per client.

Business Services Coordinator

Delta Corporation - 2008 – 2010

- Managed a team of 20 customer service representatives.
- Maintained up-to-date records in order to have an accurate payroll.
- Addressed customer service inquiries/complaints in a timely and accurately.
- Conducted yearly HIPAA and security awareness training to ensure completion.
- Business Service Coordinator Primary liaison between assigned team, patients, VNSNY staff and vendors.
- Assign appropriate cases to nurses.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

B.A. in International Relations - (University of Southern California - Los Angeles, CA)