

ROBERT SMITH

Facility Business Coordinator

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SUMMARY

To secure a high level position where I will be able to utilize my customer service experience, leadership skills, and business creativity to enhance the quality of service and financial viability of a progressive company/organization.

SKILLS

Microsoft Office Suite, Microsoft Windows, IOS, iPad, TCP/IP, Wireless Networking, Credit, Skip Tracing, Collections.

WORK EXPERIENCE

Facility Business Coordinator

Clean Act Commercial Cleaning - April 2016 – 2019

- Responsible for working with hiring managers to develop job requisitions, full-life cycle recruiting, extending job-offers, processing candidates in company database, compensation surveys and answering general questions.
- Conduct phone interviews remotely with candidates in various markets for variety of different commercial cleaning roles and positions.
- Schedule appointments and second interviews using a work-related scheduling program.
- Develop creative recruiting resources to attract qualified professionals interested in contract, contract to hire and direct placement employment.
- Build and maintain successful relationships with business partners via phone and email communication, to assure paralleled service expectations are proper execution.
- Perform general supervisory duties including document preparation,, submitting weekly expense reports, monitoring inventory level, in addition to communicating and providing status updates to owner.
- Develop job descriptions and job specifications based on Intake Sessions with Hiring Managers.

Business Coordinator

SMS Data Products Group, Inc - 2014 – 2016

- Had acquired a lead for \$13,000,000.
- One of the highest lead dollar amounts to date.
- Providing the highest quality of leads for a Sales Representative to pursue increasing their closer rate by 75%.
- One of the top agents who handles high volume of calls per territory.
- Received an average 85% customer satisfaction rating to date, 15% higher than company average.
- Set Appointments for Senior Area Managers in Region.
- Update internet files as I call owners and gatekeepers..

SCHOLASTICS

- Associates in Business - (Collin County Community College - Plano, TX)