

# Senior Business Support Specialist

## ROBERT SMITH

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### Objective

Results-driven Senior Business Support Specialist with significant experience in business operations, cash applications, payroll, accounting, and administrative support. A highly flexible and adaptable performer with good oral and written communication skills; adept at multi-tasking and thriving in a fast-paced environment.

### Skills

Test Analysis, Test Strategy, Test Planning, User Acceptance Testing, Regression Testing, Software Quality Assurance

### Work Experience

#### Senior Business Support Specialist

**ABC Corporation** - 2007 - 2012

- Conduct audits to ensure the accuracy and data integrity of all financial files imported and exported within multiple sites within the revenue cycle.
- Reconcile and balance claims and billing data.
- Load all accounts receivable data and ensure the accuracy and data integrity of files prior to loading them into the relevant application.
- Import and reconcile for new business, late charges and note files from facilities to the relevant business application.
- Perform initial balancing functions and provide reports for payment posting.
- Monitor that files containing itemizations and host reports are received and sent for storage.
- Develop and maintain audit records; verifies that all electronic files are received and processed; tracks missing files and performs escalation procedures based upon company policy.

#### Business Support Specialist

**Dell Services | Healthcare And Life Sciences** - 2005 - 2007

- Create and maintain burn rate reports for time and materials (T&M) projects, manage our subcontractor matrix of work and assignments, and multiple integrated project coordination spreadsheets.
- Tasked with maintaining the status of multiple activities on a daily basis to include official change requests (CRQs), reporting data for 160 CLINs which comprise the largest portion of our monthly invoice, and subcontractor invoice approvals.
- Worked on a team that accomplished all of this in just over two months time, for a contract that held no previous certifications or assessments.
- Manage the reporting, status, and required actions for Datacenter decommission actions and server moves, to include our configuration management database (CMDB) updating and reporting Leadership meeting scheduling.
- This is Dummy Description data, Replace with job description relevant to your current role.
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## Education

BS in Accounting Paraprofessional - 2002(Renton Technical College)