

Michael Robards

LINKEDIN	WORK E-MAIL	PERSONAL E-MAIL	CELL PHONE
Michael J Robards	mrobards@coca-cola.com	mikerobards@icloud.com	850-339-2801

Work Experience

Randstad USA / The Coca-Cola Company Atlanta, GA
Freestyle POM/Finance Customer Service Specialist 2017 – Present

Performs routine documentation and general administrative duties associated with the monitoring of creditor accounts; updates and summarizes receivables. Individual contributor that works under limited supervision; applies subject matter knowledge; requires capacity to understand specific needs or requirements to apply skills/knowledge.
Use of SAP, SAP IC, Database Inquiry, Salesforce, Microsoft Excel, Word, Outlook, Skype, and Sharepoint.

Old Bay Steamer / Jim 'N Nick's / Fudpucker's Destin, FL
Server 2012 – 2017

Server duties. Changed restaurants in search of better tips. All restaurants operated at very high volume during summer months. Destin is a small town and the money is pretty good during the summer season.

Infinity Software Development, Inc. Tallahassee, FL
Process Business Analyst 2010 – 2012

Worked with diverse teams to develop software for numerous State of Florida agencies. Created, edited, updated, and maintained documents concerning software requirements, interacted with clients to assess needs, served as a liaison between clients and technical resources, and participated in QA and testing.

Florida Dept. of Law Enforcement Tallahassee, FL
Sr. Criminal Information Technician 2009 – 2010

Performed instant criminal background checks for gun dealers throughout the state. Analyzed criminal justice information from various state and federal databases to determine eligibility for gun purchase. Performed hundreds of background checks weekly.

United States Army Fort Hood, TX
M1 Armor Crewman | Personnel Clerk 1995 – 1999

Operation of M1A1 Abrams Tank to include Driver and Loader. Performed personnel administrative duties including organizing, maintaining, and reviewing personnel records, data entry, filing, sorting, and word processing. Awarded Army Commendation Medal.

Skills

- ❖ Microsoft Office Suite
- ❖ HTML/CSS/JS/Python/React

Education

Florida State University
B.S. Geography | Environmental Studies

Tallahassee, FL
2008

Home Address

2875 Donamire Ln NW
Kennesaw, GA 30144