

OPERATIONS COORDINATOR

Summary

Dedicated and focused Office Manager who excels at prioritizing, completing multiple tasks simultaneously, and following through to achieve project goals. Seeking a role of increased responsibility and authority. Resourceful and accomplished with extensive office operations and personnel organization expertise.

Highlights

- MS Office
- NetSuite
- Sales
- Office Ally
- Business Development
- Sound Judgment
- Social Media and Networks
- Managing Multiple Priorities
- Articulate Public Speaker
- Calm Under Pressure
- Account Management
- EProcessing Network
- Team Player
- Operations Management
- Eye for Detail
- Computer-Savvy
- Community Outreach
- New Customer Acquisition
- Interpersonal Skills
- Multi-Media Marketing

Accomplishments

- Received a merit raise for strong attention to detail, exemplary customer service and team-player attitude.
- Successfully planned and executed corporate meetings, lunches, and special events for groups of 20+ employees.
- In charge of implementation of Office Evolution Columbus's social media, marketing, and online blog presence.

Experience

Operations Coordinator

March 2016 to Current Company Name - City , State

- Human Resources Administrator for Portland branch.
- Payroll Administrator
- Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information.
- Maintained the front desk and reception area in a neat and organized fashion.
- Designed electronic file systems and maintained electronic and paper files.
- Served as central point of contact for all outside vendors needing to gain access to the building.
- Made copies, sent faxes and handled all incoming and outgoing correspondence.
- Facilitated working relationships with co-tenants and building management.
- Organized files, developed spreadsheets, faxed reports and scanned documents.
- Created weekly and monthly reports.

Business Center Manager

June 2015 to March 2016 Company Name - City , State

- Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information.
- Maintained the front desk and reception area in a neat and organized fashion.
- Designed electronic file systems.
- Handled all media and public relations inquiries.
- Served as central point of contact for all outside vendors needing to gain access to the building.
- Dispersed incoming mail to correct recipients throughout the office.
- Supplied key cards and building access to employees and visitors.
- Made copies, sent faxes and handled all incoming and outgoing correspondence.
- Facilitated working relationships with co-tenants and building management.
- Organized files, developed spreadsheets, faxed reports and scanned documents.
- Created weekly and reports.
- Properly routed agreements, contracts and invoices through the signature process.
- Managed daily office operations and maintenance of equipment.
- Billing and invoicing.

Language Arts Instructor

August 2013 to August 2015 Company Name - City , State

- Promoted good behaviors by using the positive reinforcement method.
- Maintained daily records of children's individual activities and behaviors.
- Created and implemented developmentally-appropriate curriculum that addressed all learning styles.
- Incorporated music, art and theater into lesson planning.
- Developed professional relationships with parents, teachers, directors and therapists.

- Helped prepare daily lesson plans for activities and lessons.
- Supplied one-on-one attention to each student, while maintaining overall focus on the entire group.
- Communicated effectively with educators from various grade levels.

Teacher

June 2009 to August 2013 Company Name - City , State

- Promoted language development skills through reading and storytelling.
- Conducted small group and individual classroom activities based on differentiated learning needs.
- Applied the positive reinforcement method to redirect negative behaviors.
- Observed students to supply teachers with feedback regarding potential learning blocks and opportunities for support.
- Organized field trips to local parks, fire stations and zoos.
- Encouraged students to be understanding of and helpful to others.

Education

Bachelor of Science : Elementary Education , 2012 Ball State University - City , State Elementary Education

Emphasis in technology, psychology, development, educational theory, and behavior management. Coursework in emergency preparedness.

Minor in Educational Technology. English and Creative Writing coursework.

Skills

Account Management, Articulate, Billing, Business Development, Interpersonal Skills, Contracts, Creative Writing, Emergency Preparedness, English, Invoicing, Lesson Planning, Managing, Marketing, Networking, Operations Management, Presentations, Public Relations, Public Speaker, Sales, Team Player, Phone Answering