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## Branch Coordinator Resume

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### Job Objective

To obtain a Branch Coordinator position that will promote growth, stability and opportunity for advancement.

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### Work Experience:

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Branch Coordinator, August 2005 – Present  
Apria Healthcare, Kingsport, TN

- Ensured all invoices are received, coded and paid within the month and prepared appropriate monthly accruals for those invoices not received at month-end close.
  - Reported profit and loss running and forecasted month-end performance for Branch Manager.
  - Maintained current certificates of Insurance for client locations and sent in for new and Certificates of Insurance.
  - Prepared commission paperwork for payment when required.
  - Received, reviewed and paid all damage and breakage claim for the Branch.
  - Place orders for office supplies and office equipment for the Branch through appropriate vendors.
  - Executed and entered annual inventory of all locations.
  - Kept all subcontractor contracts and insurance up to date.
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### Summary of Qualifications:

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- Extensive experience in Coordinating for operational work with branches and back office operations
  - Strong knowledge of branch operations procedures
  - Ability to work agreeably with co-workers
  - Proficient with Microsoft Office Suite
  - Ability to be flexible given a dynamic work environment
  - Strong MS Word and Excel knowledge ability to learn proprietary software
  - Excellent written and verbal communication skills
  - Ability to effectively lead and develop a team of individuals
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### Education:

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Bachelor's Degrees in Business Administration, Grand Canyon University, Arizona, AZ

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