
Group Coordinator Resume

Job Objective

Seeking a Group Coordinator position in a stable company where I can use my skills to benefit the company.

Work Experience:

Group Coordinator, August 2005 – Present
Mario, Inc., Scottsboro, AL

- Coordinated and monitored activities of associates assigned to area in order to ensure desired results.
- Pursued competitive pricing and procures required materials and tools, ensured adequate availability at all times.
- Created and modified programs using company-standard software applications, and navigated the equipment system software, menus and submenus.
- Recommended process improvements to management and upon approval.
- Handled the implementation and updated related documentation.
- Ensured strict compliance with company policies, safety guidelines, quality system procedures and housekeeping standards.

Group Coordinator, May 2000 – July 2005
Ninja Corporation, Scottsboro, AL

- Set-up and operated the equipment and troubleshoot technical problems.
 - Tested and inspected products during the manufacturing operation.
 - Coordinated and performed regular maintenance according to manufacturer's requirements.
 - Trained associates to program operate and maintain equipment.
 - Prepared and updated documentation as required by the scope of the job.
 - Coordinated with other departments with various projects, including reservations.
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Summary of Qualifications:

- Outstanding secretarial experience and familiarity with office procedures and organization
 - Proficiency in MS office and internet surfing
 - Strong mechanical and mathematical skills
 - In-depth knowledge of Property Management, Daylight sales systems
 - Excellent detail orientation and customer service skills
 - Outstanding problem-solving, organization and communication skills
 - Remarkable ability to interpret maintenance and practice manuals
 - Skilled in preparing reports and correspondence
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Education:

Bachelor's Degree in Physics Engineering, Chancellor University, Ohio, OH

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