
Operations Coordinator Resume

Job Objective

Seeking an Operations Coordinator position utilizing my skills and knowledge.

Highlights of Qualifications:

- Extensive experience in print and pharmaceutical domains
 - Profound knowledge of software programs such as MS Office suite
 - Wide knowledge of network navigation and clinical trials
 - Thorough understanding of executing file saving connections
 - Sound ability to understand drug development procedures
 - Immense ability to execute production projects
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Professional Experience:

Operations Coordinator
Purple Communications, Inc., Huntsville, AL
August 2012 – Present

Responsibilities:

- Analyzed job requests to support client distribution.
- Evaluated electronic communication to review job requests.
- Implemented deadlines management and managed applicant tracking system.
- Assisted in posting and evaluation of job requisitions.
- Modified candidate statuses and executed candidate screenings.
- Conducted candidate interviews and supported travel arrangements.

Operations Coordinator
ALCON, Huntsville, AL
May 2009 – July 2012

Responsibilities:

- Conducted employee orientation and maintained background websites.
 - Supported employment branding and prepared sourcing techniques.
 - Created internal training materials and managed orientation sites.
 - Assisted in distribution of inventory for all orientation events.
 - Evaluated vendor invoice billing to support vendor programs.
 - Participated in user acceptance testing and system development programs.
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Education:

Master's Degree in Business Administration
San Joaquin Valley College, Visalia, CA

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