
Service Coordinator Resume

Job Objective

Seeking to work as Service Coordinator for the right company where I can provide excellent service to the customers.

Highlights of Qualifications:

- Wide experience in marketing and communication domains
 - Comprehensive knowledge of business administration and reception
 - Good knowledge of content management systems such as Documentum
 - Solid understanding of MS Office software products
 - Extreme ability to conduct group event planning
 - Sound ability to understand guest intake process
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Professional Experience:

Service Coordinator
JX Peterbilt, San Diego, CA
August 2012 – Present

Responsibilities:

- Evaluated reception functions such as security cameras.
- Participated in welcoming and directing volunteers.
- Maintained Client Track with latest events in shifts.
- Assisted in monitoring of guest communication and messaging functions.
- Managed Front Desk cleanliness and office machinery.
- Generated quotations to execute service orders.

Service Coordinator
Nilfisk-Advance Group, San Diego, CA
May 2009 – July 2012

Responsibilities:

- Assisted in answering incoming calls to understand client needs.
 - Managed departmental schedule and reported resort comments.
 - Participated in general administration including typing and filing.
 - Reviewed and documented invoices for record purpose.
 - Prepared marketing materials and maintained security deposits.
 - Provided assistance for checking guests to record reservations.
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Education:

Bachelor's Degree in Human Services
South Carolina State University, Orangeburg, SC

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