

Candidate Resume Review – Operations Coordinator

Please rate candidate on scale of 1-4 based on whether they hit our bar in each specific must-have:

3 = Ideal

2 = Minimum

1 = No evidence of Experience

Profile: A very detailed individual who has the desire to learn as well as use skills to take ownership and develop processes.

Must-have <i>(These describe a 3. This is not the highest ideal; it's a description of the fundamentals on the theory that we can teach people beyond this.)</i>	1-3	Comments/Examples/Evidence <i>Please note 1-2 examples of what you identified for this must-have in their resume and cover letter</i>
Must-have #1: CRM <ul style="list-style-type: none"> ⊘ Ideal: Three years or more CRM experience, preferably Salesforce ⊘ Minimum expectation of one year of CRM experience 		
Must-have #2: Microsoft Office <ul style="list-style-type: none"> ⊘ Ideal: clear examples of how to use excel to aggregate and analyze data ⊘ Proficiency in Microsoft office on desktop and Office 365 ⊘ Minimum expectation is to have any experience managing calendars, or examples of timeline management 		
Must-have #3: Accounting <ul style="list-style-type: none"> ⊘ Ideal: Understanding of QuickBooks, Sage/Peachtree ⊘ Minimum expectation is to have a basic understanding of financial tracking, like that of balancing a checkbook ⊘ Exceptional attention to detail and tracking of invoices and payments ⊘ Able to create systems and processes 		
Must-have #4: Time and project management <ul style="list-style-type: none"> ⊘ Ideal: At least two years of project management experience in any capacity ⊘ Minimum expectation is to have one year of project management experience in any capacity ⊘ Any experience in basic event planning 		
Other comments:		