

Robert H. Wren

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PROFESSIONAL PROFILE

Robert Wren has performed in a variety of administrative and staff functions supporting internal and external clients. He has over 4 years of management experience with an emphasis on team development, planning, and mentoring. Robert possesses strong communication and analytical skills, a strong work ethic, and a passion for excellence.

WORK EXPERIENCE

Harmony Baptist Church

Worship Arts Minister (Jan. 2005 – Mar. 2009)

Managed and Directed music program for Harmony Baptist Church in Arlington, Texas

- Coordinated music rehearsals for vocal teams and band.
- Partnered with pastoral leadership team to develop music program, creating worship environments, and develop special music programs
- Introduced new technologies such as web based planning application, maintaining of blog, and live video streaming.
- Provided musical and spiritual development for team of 22 volunteers
- Improved live sound in weekly gatherings through implementation of modern sound technologies.
- Provided tech support on both PC and Mac based platforms in church business office
- Performed various administrative duties utilizing desktop and web based software applications

National Health Insurance

Marketing Specialist (Aug. 2000 – Feb. 2004)

Supported field agents in promotion of health products

- Managed Agent Website content including login setup, and field bulletins.

- Resolved billing and cancellation issues through careful analysis
- Assisted in development of new product brochures
- Supported field agents in all matters pertaining to applicants

Bank One (temporary through Kelly Services)

Administrative Assistant (May 2004 - July 2004)

Provided administrative support for Assistant Site Manager at loan operations Center

Core Mark

Customer Service and Administrative Support (Nov 1999 – Aug 2000)

Supported Management and provide service to customers

- Resolved customer issues
- Wrote process documentation for customer service department
- Provided administrative support to Sales Manager
- Developed sales tracking spreadsheet

BT Office Products International

Customer Service Representative / Internal Sales Support (Oct. 1991 – Oct. 1999)

Support of Account Executives in large corporate accounts

- Order Entry, tracking, return authorizations
- Product Research
- Assisted in development of customer service manual for region
- Trained colleagues in various software applications

EDUCATION

Arlington Baptist College, Arlington, Texas

Music Performance Major / Bible Major – 1985 to 1988