

ROBERT SMITH

Jr. Administrative Assistant Intern

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SUMMARY

Promptly responding to emails and phone calls, screening phone calls and inquiries, and actively handling the VPs schedule and commitments to maximize time efficiency; demonstrating initiative, discretion and tact in handling email, telephone calls.

SKILLS

Word, Salesforce, Powerpoint, Excel, Phones, Budgeting, Interviewing, LexisNexis, Google Docs.

WORK EXPERIENCE

Jr. Administrative Assistant Intern

ABC Corporation - December 2013 – June 2015

- Worked in the Department of Human Resources as an assistant and completing secretarial and administration work as needed.
- Assisted with packing, marketing, and communication.
- Maintained a neat and organized office desk.
- Assisted with scheduling appointments and conference calls.
- Conduct research and assisted with data collection; followed established collection and management procedures to prepare, collect, and record data.
- Front Desk and Operational Support Balances routine general expense accounts.
- Assists with personnel/payroll processing and record-keeping.

Administrative Assistant Intern

Delta Corporation - 2011 – 2013

- Assisted in fostering internal clients relationships to ensure users satisfaction.
- Assisted in classifying and translating product materials in preparation for Product Fair in Nanjing.
- Responsible for assisting professors with general office duties, travel arrangements, expense reports, and online class maintenance.
- Establish, organize and compile patient charts, verify accuracy of information within documentation before filing.
- Develop purchase order requests for office supplies and submit for processing into McKesson software system.
- Generate detailed reports focusing on patient outcomes to facilitate decision-making and influence process improvement, program development, and long-.
- Manage all front office activities to optimize facility workflows, patient management and provide comprehensive administrative support for clinical .

SCHOLASTICS

- Associates in Business Administration - (Oakland Community College)