

# ROBERT SMITH

## Administrative Assistant Intern III

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Reliable, success-driven and competent administrative professional, with proven leadership and organizational skills seeking to apply abilities in an administrative support or customer service position.

## EXPERIENCE

### Administrative Assistant Intern III

#### ABC Corporation - 2013 - 2015

- Operate office equipment such as fax machines, copiers, and phones, and use computers for spreadsheet, word processing.
- Helped file paperwork Helping youth customers build resumes Helping youth customers.
- Aided in the preparation of individual and corporate tax returns, conducted research on financial market trends.
- Completed account prospect tracking project with 450 companies, including contact information updates Managed lead duplication project in companies.
- Scheduled Examinations Under Oath/Before Trial and Independent Medical Examiners General administrative and clerical support for attorneys.
- Create spreadsheets using google sheets Assisting with multiple-line phone calls Assisting with grant research Use organizational skills.
- Gained knowledge and experience in using Google+ and Google documents including sheets.

### Administrative Assistant Intern

#### Delta Corporation - 2011 - 2013

- Event Planning and Telephone calls, Out-bound/In-bound.
- Black-baud, Non-profit financial system.
- Customer service. and Cleaning/Organizing.
- Encouraging others.
- Meeting donors and volunteers, seeing them put all their love into donating.
- Skills Used Multitasking. and Customer service.
- This is Dummy Description data, Replace with job description relevant to your current role.

## EDUCATION

- Associate degree in Business administration - 2015(Alamo Community College - San Antonio, TX)



## SKILLS

Microsoft Office, Chinese, Administrative, Tourism And Visitor Service, Event Planning, MICE Services.