

Robert Smith

Administrative Assistant Intern II

PERSONAL STATEMENT

Maintaining office services and providing clerical and administrative support to ensure that all systems are running smoothly. Manage the front desk and duties as well as coordinate with Supervisor so coverage is always maintained.

WORK EXPERIENCE

Administrative Assistant Intern II

ABC Corporation - February 2012 - May 2015

Responsibilities:

- Answered phone calls and directed calls to appropriate parties or take messages.
- Performed general office duties, such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work.
- Participate in team staff meetings and professional development activities.
- Responsible for ordering and maintaining office and/or program supplies.
- Performed administrative and office support activities for multiple supervisors.
- Demonstrated ability to achieve high-performance goals and meet deadlines.
- Organized, flexible, and excellent attention to detail.

Administrative Assistant Intern

Delta Corporation - 2011 - 2012

Responsibilities:

- Provided support to the National Security & Defense Division Contracts Administration Prepared modifications to exist subcontract agreements.
- Organized mailing list database using Excel Compiled and organized book for art exhibit using Microsoft Word, Photoshop Updated content on the website.
- Operated and managed daily appointments, inquiries maintained accurate, up-to-date confidential client files.
- Resolved misplaced paperwork by converting documentation electronically which saved time and overhead costs.
- Conserved the companys budget by 10% by researching alternative chemical pesticides.
- Escorted offenders to the appropriate individual Recorded offenders sessions Made copies of offenders payments and paperwork Coded offenders.
- Assisted Financial Consultants in their daily responsibilities and maintained client records Helped oversee company accounts and individual contracts.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft Word, Microsoft
Powerpoint, Spanish.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

Education

Bachelors of Arts in Psychology - (School of Professional Studies, City University of New York)