

Administrative Assistant/Receptionist IV

ROBERT SMITH

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Objective

Administrative Assistant/Receptionist with 22 plus years of experience is seeking to obtain employment where I can settle for long-term bringing growth and success to the company.

Skills

Microsoft Office Suite, Corporate Travel/Scheduling, Calendar Management, Record Keeping, Staff Management, Customer Service,

Work Experience

Administrative Assistant/Receptionist IV

Akzonobel Packaging Inc - February 2011 - January 2018

- Scheduled corporate domestic and international travel using concur, and maintained.
- Assisted in securing passports and visas for travel to the Netherlands, UK, China, Brazil, Turkey, India.
- Maintained communications with scientists, chemists, engineers, marketing executives.
- Responsible for Accounts payable, and sales, including emergency manual, master employee and distribution lists (covering up to 130 employees), and R&D journals.
- Tracked utility costs/consumption in complex formula spreadsheet for quarterly financial reporting.
- Entrusted with creating security cards in pro watch system for up to 25 new hires per year across two facilities.
- Reduced spending approximately 50% by removing spending permissions from others, thus eliminating duplicate ordered supplies.

Supervisor

Talbots, Inc - November 1996 - January 2011

- Promoted to supervisor after five years of successful sales and building customer relationships.
- Collaborated with management team of four to meet \$700k-\$800k annual sales targets.
- Awarded red rose incentive bonus 10 times annually based on monthly sales.
- Ensured exceptional customer service at all times by being an effective leader on the sales floor.
- Focused on the customer experience, develops customer loyalty, and cultivates repeat business.
- Displayed effective selling techniques and client development by leading by example.
- Maintained store presentation to ensure the selling environment is customer ready at all times.

Education

Associates Degree in Business - in Majored in Commercial Art - (Cuyahoga Community College - Warrensville Heights, OH)