

ROBERT SMITH

Receptionist/Administrative Assistant

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

Administrative Assistant/ Receptionist with 10 plus years of experience in the Social-Service domain is seeking a position as an administrative assistant or receptionist where I can contribute to your workplace my reliability and knowledge.

EXPERIENCE

Receptionist/Administrative Assistant

Cure Citizen United Research In Epilepsy - 2013 - PRESENT

- Providing administrative support for the director of Development and the director of Marketing and Communication.
- Overseeing the receptionist area, including greeting visitors and responding to telephone and in-person requesting for information.
- Coordinating inventory orders, office supplies, and travel arrangements for the development staff.
- Screening the resumes submitted to company and posting openings to a job board.
- Arranging and coordinating travel arrangement, preparing detail itineraries.
- Preparing the correspondence letters, emailing and responding to all requests in a professional manner.
- Maintaining confidential files, assisting with all updates and changes to the policies and procedures.

Office Manager, Human Resources June 2008 To April 2013

Chicago Community Loan Fund, Chicago, Illinois - JUNE 2008 - MAY 2013

- Daily handled all the incoming and outgoing mail. Distributed all incoming mail to appropriate parties, including administrative faxes.
- Prepared envelopes for mailing. Stamped all outgoing mail and notarize lending documents.
- Provided executive level clerical and supportive assistance to the President, the CEO and the Senior Management.
- Managed non-profit office operations for 20 employees, acted as the first point of contact to vendors and heavy customers services.
- Performed administrative functions; prepared correspondence, memorandums, and reports. Typed, copied, collated and distributed materials for meetings, workshops, and conferences.
- Made travel arrangement and organized accommodation for senior management, maintains and monitors and coordinate appointment activities with board members arrange board activity notifications, documentation, meeting arrangements for board and executives, vendors and customers.

- Arranged the appropriate meals and refreshments for meetings.

EDUCATION

- Master Of Human Resource Management in Health Service Management - 2013(Keller Graduate School Of Management, DeVry University - Chicago, IL)Bachelor Of Science in Business Administration - 2009(Olivet Nazarene University - Chicago, IL)

SKILLS

Powerpoint, Word, Outlook, Excel, Onboarding, Recruiting, Training And Development, Employee Relations