

Robert Smith

Administrative Assistant/Receptionist (Ed

CONTACT DETAILS

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PERSONAL STATEMENT

Administrative Assistant/Receptionist with an extensive experience is seeking to obtain an administrative position where I can have the opportunity to learn new skills, become part of a team, and continue to use my professional experience.

SKILLS

Schedule Appointments,
Data Entry, Insurance
Verification, Clerical,
Billing, Customer
Service, Documentation,
Excel, Fax, Office
Management,
Receptionist, Phones,
Strategic Planning,
Training, Typing, Team
Building, Microsoft
Office, Windows,
Windows Xp, Printers,
Copy Machine, Medical
Records, Hipaa, Data
Entry, Documentation

WORK EXPERIENCE

Administrative Assistant/Receptionist (Education)

Harvard University - September 2008 - Present

Responsibilities:

- Responsible for office administration, research, editing, writing, grant preparation, event planning, customer/financial service (contract assignments).
- Providing on-site assistance to contractors at Northstar, Harvard Housing.
- Sending invitations and requests-for tickets response cards for 2 commencements to the entire Harvard community including specified groups such as benefactors, overseers, etc.
- Allocating all tickets for the event; providing phone and personal reception for ticketing and other issues regarding graduation.
- Completely reorganized the graduation supplies closet, assisting the director of the graduation in retiring her office after 24 years.
- Learned software to provide friendly reception and intense customer service with strict confidentiality to process Harvard ID cards and take and edit photos for the Harvard community; up-dating offices filing system; processing parking citation payments for deposit.
- Providing reception for students, professors, and vendors in the office of the memorial church.

LANGUAGES

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

Editorial Assistant

Fogg Art Museum - 1987 - 2007

Responsibilities:

- Assisted in development and maintenance of online products, prepared site traffic reports and update webpages as needed.
- Prepared accepted manuscripts for handover and transmittal, including completing all forms, obtaining, organizing, and distributing all text, art, abstracts/keywords, permissions, and payments, distributing and collecting copyright forms, sending final books to authors and contributors, acted as liaison with author and production
- Organized, screened, and assisted in evaluating proposals and manuscripts under consideration, contacted and coordinated with the outside reviewers of proposals and manuscripts.
- Assisted in preparing proposals for the editorial board, prepared contracts for approved proposals, processed signed contracts.
- Coordinated with production, marketing, publicity, sales, and customer service departments as required, served as liaison with authors,

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

advisers, and general academic community.

- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.
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Education

Ph.D. in ABD - (Boston University - Boston, MA)

MA in English And American Literature - (George Washington University
- Washington, DC)