

# ROBERT SMITH

## Administrative Assistant / Receptionist

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

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### SUMMARY

Compassionate, Human Services and Legal Administrative Assistant / Receptionist professional Detailed, focused and capable of completing error-free tasks in a timely manner Interact well with people from all levels Proficient with Microsoft Office applications Consistently adheres to company policies and guidelines Professional, reliable and a pleasure to work with.

### CORE COMPETENCIES

Microsoft Office, Calculator By Touch, Quickbooks, Excel

### PROFESSIONAL EXPERIENCE

#### Administrative Assistant / Receptionist

**Leeds Custom Design - September 2017 – December 2017**

#### Key Deliverables:

- Answered multiple phone lines, directed calls, greeted and assisted guests, updated multiple excel lists regularly regarding vehicles, vendors, service call.
- Matched statements, invoices, purchase orders, receipts and packing slips, created new personnel files, approved paperwork and ordered security safety IDs.
- Distributed incoming mail and packages, prepared outgoing mail and packages, maintained calendars of staff appointments and pto requests in outlook.
- Ran errands and performed all special requests or projects from the controller.
- Coordinated safety program for employees including orientation training, testing and compliance
- Supported management in inquiries from potential candidates
- Coordinated with the Benefits Department to maintain and communicate employee enrollment, inquiries, and information.

#### ADMINISTRATIVE ASSISTANT / FINANCE CLERK

**Atlantic Clinical Research Collaborative - September 2012 – November 2017**

#### Key Deliverables:

- Assisted in the implementation of the salesforce, allegro clinical trial management system.
- Developed analytical reports for the cfo used in the decision making process.
- Maintained the patient compensation system and expense logs and posted to gl in quickbooks.
- Audited research staff entries and activity for quality control over contract revenue.
- Cross trained in various departmental functions, customer service, credit and accounting.

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- Partnered and collaborated with the Sales, Credit, Accounting and Warehouse Department to convey information and resolved customer inquiries, and complaints.
- Established and maintained excellent working relationships with the customers, along with the various departments within the Company.

### EDUCATION

Bookkeeping 2 - January 2018 to March 2018(South Tech Academy - Boynton Beach, FL )Bookkeeping 1 - September 2017 to November 2017(South Tech Academy - Boynton Beach, FL )Microsoft Excel - (PBCH School Adult Continuing Education - Wellington, FL )Diploma - (Atlantic High School - Boynton Beach, FL )

