

ROBERT SMITH

Administrative Assistant Receptionist

E-mail: info@qwikresumc.com

Phone: (0123)-456-789

SUMMARY

Administrative Assistant Receptionist with 10 years of experience and has extremely good people skills, Computer Skills, and Strong Communications skills - Computer Programs, Microsoft Word, Excel, PowerPoint, Basic Internet, and Operation of a Multi-Line Phone.

SKILLS

Customer Service & Oral Training, Munis Training, Microsoft Word, Excel, Newington Town Committee, Board Of Environmental,, Excel, Microsoft Word, Quick Books, Receptionist.

WORK EXPERIENCE

Administrative Assistant Receptionist

AFSCME - July 2010 – Present

- Providing administrative support to the president of local 420 and 4 other officials.
- Responsible for coordinating luncheons, presentations for meetings and departmental meetings.
- Assisting with special events, travel arrangements, agendas, and itineraries.
- Managing purchases, the primary point person for ordering all supplies for office, officers & staff.
- Working closely with the accounting department to process monthly expense reports reflecting with all supporting documents.
- Frequently working with the President, Officers, DIR of office operations and staff on weekly posting and reports for oversight for all aspects of composition, editing, and preparation of final copy for distribution.
- Made independent responses to verbal and written inquiries and maintained a good appearance of the reception area.

Web Admin / Inside Sales Rep/ Customer Care Professional

Md Land International - September 2008 – March 2010

- Primary responsibilities were to provide timely end user support and customer service.
- Provided help desk support to a customer base of medical doctors, nurses and other medical practitioners.
- Opened client account and ensured that they were properly coded and configured.
- Developed an understanding of the customized emr billing systems related to mdland international.
- Responsible for training new clients, answering all clients questions on all company supported application.
- Experienced in Hipaa EDI protocols, EDI enrollment, medicare and medicaid enrollment.
- Served as a liaison between the client and the technology/template/interface it department.

SCHOLASTICS

- Aviation. - January 2018 (Southern New Hampshire University)