

ROBERT SMITH

Administrative/Personal Assistant (Manufacturing)

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

SUMMARY

Seasoned Administrative/Personal Assistant with 19 years of experience in the Manufacturing domain with expertise in personal accounting, personal insurance, and event planning with work experience as a receptionist, administrative assistant, and personal assistant. Experienced gatekeeper with a strong record of dependability, discretion, judgment, and diplomacy with excellent interpersonal skills

CORE COMPETENCIES

Word, Outlook, Internet Explorer And Quickbooks, Time Management, Critical Thinking

PROFESSIONAL EXPERIENCE

Administrative/Personal Assistant (Manufacturing)

Super Textile Co., Inc - December 2001 – May 2011

Key Deliverables:

- Handled incoming/outgoing mail, e-mail, and faxes noted necessary follow-through.
- Prepared all domestic/international FedEx/UPS shipments, arrange deliveries/pick-ups.
- Responsible for inventory and ordering of office and break room supplies.
- Assisted the sales and shipping departments with meeting the delivery dates.
- Authorized approval of sales based on clients credit limit and payment terms.
- Kept track of all customer returns/exchanges, proof of deliveries, proper credits.
- Made collection calls to delinquent customers and those who have gone beyond their credit limit.

Administrative Assistant

ABC Corp - 1992 – 2001

Key Deliverables:

- Managed calendars, schedule meetings and set up conferences across multiple time zones.
- Assisted with various administrative aspects of the team, including but not limited to monitoring email, answering phone calls, mail services, general copying, filing, and scanning.
- Organized internal and external meetings, including logistics, attendees, materials, and communications.
- Scheduled all travel within budget, producing travel itineraries and expense reports.
- Assisted in the preparation of PowerPoint presentations and Excel spreadsheets.
- Provided marketing and sales support to branches and their teams

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- 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.

EDUCATION

Bachelor Of Science in Family Life And Child Development - (University Of The Philippines)

