

Robert Smith

Junior Administrative/Personal Assistant

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

PERSONAL STATEMENT

Junior Administrative/ Personal Assistant with 3 years of experience is seeking to obtain a position in customer service or warehouse, utilizing strong organizational and inventory control skills to help enhance the efficiency of operations.

WORK EXPERIENCE

Junior Administrative/Personal Assistant

Photos By Lynzee - October 2016 - Present

Responsibilities:

- Assisting the photographer on location with the setup and tear down making shoots more efficient, so the client gets the most out of the photographers time.
- Handling inbound and outbound calls in a courteous and professional manner.
- Directing the clients in the right direction based on their individual needs.
- Set appointments for clients. Entering the clients into the Outlook for their scheduled appointment time so that the photographer can keep up to speed on her monthly schedule.
- Providing the highest level of efficiency while making travel arrangements, therefore, keeping the photographer on time and prepared for her travel.
- Maintaining a digital filing system for her photography and invoices in efforts to help the photographer find what she is looking for quickly so that she may present her work to the client in a timely manner.
- Using Excel for billing records. Keeping accurate records and finding any discrepancies in billing and invoices in efforts that the photographer can successfully keep her focus on the task at hand.

Front Desk/ Sales

Lonestar Boxing - March 2010 - May 2011

Responsibilities:

- Provided excellent customer service to the clients who came in to train daily, making them feel welcomed.
- Signed up many new members through cold calling and when potential clients inquired about our service, gave them the detailed information about our memberships, and the benefits of joining with our gym rather than others, making the company thousands in new memberships.
- Marketing any products that could be beneficial to them through demonstration and good old charisma.
- Kept records and logs of all clients and set up any personal training appointments needed.
- Kept trainers up to date by sending updated schedules to them every week, helped them be on time and ready to train.
- This is Dummy Description data, Replace with job description relevant

SKILLS

Client Relations,
Customer Service,
Marketing, Receptionist,
Retail Sales

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

- to your current role. In case if you dont need it you can delete it.
- 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

Some College - (2008)