ROBERT SMITH

Junior Administrative Receptionist

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

SUMMARY

Highly motivated Junior Administrative Receptionist with 3 plus years of experience in the Educational and IT services domains, is seeking a position to fully utilize my skills, especially in an environment where I can help and assist others in achieving common goals.

CORE COMPETENCIES

Microsoft Office: Word, Excel, Outlook, 60 WPM

PROFESSIONAL EXPERIENCE

Junior Administrative Receptionist
Biglari Holdings Inc. - June 2012 – June 2013

Key Deliverables:

- Acted as the first point of contact for a fortune 500 company. Answered and directed calls and visitors in a professional manner while maintaining highly sensitive and confidential information.
- Ensured all visitors are comfortable and all needs are met in order to conduct business in the office.
- Provided administrative support to the Assistant, to the Chairman, assisted with the travel arrangements.
- Reconciled invoices and expense reports for processing and payment, processed incoming and outgoing mail and correspondence including overnight deliveries, coordinated appointments.
- Ordered supplies for the office while establishing and maintaining good working relationships with the outside vendors.
- Acted as a liaison between the building engineers and property manager regarding security and maintenance.
- Verified with accounting that signing subcontracts/purchase orders, insurance and bonds have been received for each vendor prior to payments being released.

Administrative Assistant
St. Marys University - April 2010 – June 2012

Key Deliverables:

- Provided administrative support to the Director of International Student and Scholar Services - a division that provides services to 400 international students and visiting professors from 32 countries.
- Scheduled appointments, coordinated meetings, workshops, and orientations while maintaining compliance with the federal regulations.
- Coordinated travel arrangements and reconciled post travel expenses.

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- Worked closely with campus departments such as finance, admissions, business office, registrar, IT, dean of students.
- Responsible for hiring, training, and supervising student employees.
- Responsible for accounting functions which included maintaining multiple budgets and reconciling credit cards.
- Served on two committees; spirit, service & professional development committee and human resources advisory committee.

EDUCATION

Bachelor Of Arts in Psychology, Spanish Minor - 1977(TexasTech University)

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