

Robert Smith

Assistant To CEO

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SUMMARY

A highly motivated self-starter wanting to find a challenging career to be able to grow professionally. Reported directly to, and assisted, CEO. Other duties include making travel arrangements during enrollment season for agents.

SKILLS

Microsoft Office, Gmail, Microsoft Outlook, Google Drive, Basecamp, Word, Google Docs, Skype, QuickBooks, Online, Excel.

WORK EXPERIENCE

Assistant To CEO

ABC Corporation - May 2004 - October 2007

- Office/Billing Manager responsible for reconciling life and health billing on 10 major state hospitals as well as a major hospital in Louisiana which the billing includes 1300 payroll deducted employees.
- Serve as an in house customer service representative on all company accounts in which payroll deducted employees will call in regarding any claim discrepancies or premiums on their life, health and disability accounts.
- Responsible for being in contact with major insurance companies reconciling and correcting any errors on all accounts.
- Stay in contact with each human resource manager at each hospital location to make sure each account is maintained and accurate monthly records are up to date on each payroll deducted employee.
- Conduct monthly audits on all accounts, create and maintain spreadsheets on each account.
- Keep complete and accurate records for monthly billing on each account.
- Responsible for all accounts payable for each group, all daily deposits, and any other duties in regards to maintaining and keeping the office running in sufficient order.

Assistant To CEO

Delta Corporation - 2003 - 2004

- Used computer to enter data into an excel based file to manage property paperwork Entered new contact names, addresses, and emails from information .
- Communicated with clients on weekly bases to check on their needs and assure we care about their concerns.
- Kept strict tabs on deadlines in contract including appraisals, inspection deadlines, occupancy dates, and closing dates.
- Market and brand luxury, lifestyle, and talent clientele Utilize social media, e-mail, and phone for pitching and follow-ups Develop press kits and .
- Responsible for assisting CEO with administrative work, as well as support for office staff.
- Duties included data entry, scheduling, and website building.
- Liaison between President and other business departments and locations Organized and managed offsite accounting file storage Ordered all office .

EDUCATION

Bachelor Of Arts In English - (University Of Connecticut - Storrs, CT)