ROBERT SMITH

Jr. Assistant to the CEO

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SUMMARY

To obtain an administrative position within an organization that allows to utilize skills and to help the company achieve its long term goals.

SKILLS

Microsoft Office, CRM, Customer Service, Administrative Assistant, Assessment, Data Entry.

WORK EXPERIENCE

Jr. Assistant to the CEO

NGY Stone & Cabinet Inc - May 2015 – 2020

- Provide valuable, hands-on financial analysis and management support to the CEO for this company that sells granite, marble prefabs, quartz and cabinets.
- Complete monthly sales and inventory reports in an accurate, timely and efficient manner.
- Generate multiple additional financial reports and necessary documents for the corporate headquarters.
- Analyze bank account information in collaboration with the Chief Financial Officer (CFO).
- Review accounts payable and accounts receivable and assist with monthly close.
- Pay bills,taxes etc
- Lead meetings pertaining to employee training processes and safety initiatives.

Assistant To The CEO

Wetzel Engineering, Inc - 2010 – 2015

- Assisting to the CEO of an engineering consultant firm by interacting with clients, writing emails, Attending and coordinating meetings and conferences, booking travels.
- Monitoring emails and calendar.
- Organizing and filing important documents.
- Keeping the company up to date with future plans.
- Also ran the back office for two corporates at once including accounts payable, payroll, and HR duties..
- This is Dummy Description data, Replace with job description relevant to your current role.
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SCHOLASTICS

- Master of Science in Management and Information Systems - (Western Oregon University)

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