

Robert Smith

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Boxer

SUMMARY

Looking to seek employment to where can further expand abilities and personality. Great team worker and enjoy working with the public. Accountable for all operations of busy office, including payroll and Human Resources.

SKILLS

Analytical Skills, Management.

WORK EXPERIENCE

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ABC Corporation - October 2013 - May 2014

- Facilitated the onboarding of new employees by scheduling training and processing paperwork.
- Organized technician schedules for customer jobs.
- Maintained status reports providing management with updated information for client projects.
- Assisted with payroll preparation and entered data into the cumulative payroll documents.
- Arranged, scheduled, and coordinated all logistics and travel itineraries for the staff of 30 employees.
- Ensured staff was equipped with all necessary supplies and collateral for long-distance travel.
- Liaised with the HR department to establish employee benefits, training, payroll, and termination procedures.

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Delta Corporation - 2011 - 2013

- Missed only 3 days of work in the 2 years I worked there) Deliver Pizzas, Tower Pizza, Staples, MN from June 2006 - December 2007.
- Worked in a warehouse for Dell Computers creating boxes in order for equipment to be packaged and sent out, assisted build team with placing parts .
- Boxed the chicken.
- Seasonal Packaging and Shipping Package boxes to be shipped to customers and businesses Prepare product for shipment Assemble boxes for product to be .
- I put the processed meat in the boxes and made sure it gets sent to shipping Accomplishments I got a long with everyone and caught on fast Skills .
- Helping out other departments when I am needed Preparing product to be shipped out Cleaning of machines and help clean room Placing sealed product .
- Inspect merchandise an process with packaging for shipping Skills Used Detail is very important.

EDUCATION

Biology - 2012(New Mexico Highlands University - Las Vegas, NV)