ROBERT SMITH

Senior Broker Assistant

info@qwikresume.com | LinkedIn Profile | Qwikresume.com

Dedicated, professional attitude, honest, dependable, and responsible broker assistant with 7 years of transportation/freight broker experience. Seeking employment in the transportation industry, broker assistant or dispatcher. Ability to work well in a team environment & excellent customer service skills.

EXPERIENCE

Senior Broker Assistant

ABC Corporation - MARCH 2005 – JANUARY 2011

- Develop, implement, and oversee advertising efforts.
- Operate personal computer to compose and edit correspondence and memoranda from dictation, verbal direction, and from the knowledge of established department/division policies; prepare, transcribe, compose, type, edit, and distribute announcements to employees and visitors.
- Schedule and coordinate meetings, interviews, appointments, events, and other similar activities for the supervisor via phone and/or electronic mail correspondence.
- Establish, maintain, and update files, databases, records, and other documents; develop and maintain data.
- Sort, review, screen and distribute incoming and outgoing mail; prepare, compose and ensure timely responses to a variety of routine written inquiries.
- Printing, maintenance, and other services.
- Monetary responsibilities include collecting rent from tenants and depositing funds.

Broker Assistant

ABC Corporation - 2004 – 2005

- Provided customer service and reception in the front office.
- Greeted clients, answered incoming calls and scheduled appointments for clients listing or buying homes.
- Assisted in the selling of 82 SFH in Richmond by making folders and producing all disclosures and contracts for Broker.
- Maintained appointment calendar for Broker and assistant.
- Set up meetings in the conference room.
- Maintain a database of all clients and prepared for massive mailings to future and past clients.
- Ordered all supplies and kept a well-stocked cabinet.

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**

EDUCATION

- Diploma in Medical Assisting - 2002 (Remington College-Lafayette, LA)

SKILLS

Microsoft Office, Professional phone etiquette, Dependable and reliable, Thrives at multi-tasking, Typing, 10-Key