

# ROBERT SMITH

## Catering Administrative Assistant

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Educated in Accounting, Business Administration, and Human Resources. Also an accomplished corporate Secretary to CEO's, CFO's and Directors. Steady continuity of assisting others within the corporation, and with clients and vendors. Ensure excellent communication skills, experience in delegating responsibilities effectively; high level of integrity, passion for research and problem solving, detail oriented, and embrace fresh ideas as well as situation challenges.

## EXPERIENCE

### Catering Administrative Assistant

#### ABC Corporation - JANUARY 2001 - MARCH 2005

- Provided support to Sales Managers & Directors in a variety of secretarial duties.
- Circulated and maintained changes to time-sensitive event orders daily to all hotel Department Managers pledging Sales contract obligations were exactly finalized.
- Arranged limo reservations, overnight accommodations, booked corporate meetings.
- Designed, implemented, and sustained weekly sales revenue reports.
- Devoted to assuring guests and business clients needs were met through actively listening, offering ideas, and working across functional boundaries of the hotel to achieve a WOW satisfaction remark.
- Took ownership, always a self-starter, willing to accept new tasks with enthusiasm.
- Maintained a constant performance under pressure with deadlines and confident in making quick decisions on imminent situations.

### Catering Administrative Assistant

#### Delta Corporation - 1996 - 2001

- Catering Assistant and Convention Services.
- Rotated between 2 - 3 Sales Managers for the Department.
- Also, took care of all In-House events for Human Resources Department.
- Included administrative support to Catering & Convention service Managers Managed all of front desk activities Responded to incoming inquiries and .
- Planning and executing In-House events Answer inquiries and following up with clients for catering managers Keeping the catering office clean and .
- Complete daily sales and labor reports Input and scan invoices Verify catering reservations to last printout Create weekly schedule based on catering .

- Temporary / On Call customer service position within the Catering Department Took reservations for events online and produced daily reservation list .

## **EDUCATION**

- GED

## **SKILLS**

Typing, Organization, Customer Service, Executive Support, Communication, Team Player, Accounting, Bookkeeping.