Robert Smith

Dispatch Operator / Clerical Assistant

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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PERSONAL STATEMENT

Resourceful, detailed-oriented professional with a record of exceptional performance, seeking a position that can utilize my education, experience and strengths as transition into the accounting field.

WORK EXPERIENCE

Dispatch Operator / Clerical Assistant
ABC Corporation - July 2016 – Present

Responsibilities:

- Maintain and update filing, inventory, mailing and database systems either manually or input through the computer.
- Assisted senior level administration and other support staff with tasks such as completing essential reports.
- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information.
- Basic bookkeeping and complete banking collect, count, and also disburse money transactions.
- Provide general information on room locations, admission steps, college procedures as able.
- Assist the iss&p department with filing, copying, data entry, print materials, general office duties, and special projects as needed.
- Navigated through multiple databases/screens to acquire necessary information for accurate information.

Accounts Payable
ABC Corporation - October 2014 – December 2015

Responsibilities:

- Kept up in a fast-paced work environment at machine and diesel truck shop.
- Multi-tasked efficiently answering several phone lines, transferring to extensions and taking messages.
- Filed and handled customer charge accounts, assisted in sending out monthly statements via email or fax and keeping up to date on past due accounts.
- Sorted and entered invoices from vendors and would account for each when assembling monthly payables.
- Verify all required documentation gets to the appropriate department as needed.
- Calculate the number of donation requests at cost and retail price for an owner to review.
- Administer medication to students upon parent request with proper documentation.

SKILLS

Microsoft Word, Excel And Power Point, Filing And Answering Phones, Multitasking, Computer Literate

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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Education

Diploma - (St. Vincent-St. Mary High School)GED in Dance - (Cle De La Reussite College)

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