Robert Smith

Clerical Specialist II

CONTACT DETAILS

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PERSONAL STATEMENT

High-performing Sales Representative with a demonstrated history of achievement in all positions from Customer Service to Account Executive. Known for consistently surpassing quotas and achieving numerous sales awards. Accomplished Office Professional adept at effective multi-tasking and achieving outstanding results in high-pressure environments. With a proficiency in adapting to different business programs and departments.

WORK EXPERIENCE

Clerical Specialist II

Colony Brands, Inc - November 2014 – 2019

Responsibilities:

- Create, maintain, and enter information into databases.
- Fluent and confident in Microsoft Office, specializing in Excel and Word, working within these programs on a daily basis.
- Proven ability to work effectively and collaborate with people of various ages and cultures; and the ability to adapt the style of communication to meet the needs of the employees.
- Extensive knowledge in planning and carrying out required daily activities in an efficient fashion.
- Ability to prioritize tasks, use time in the best way possible and work within appropriate policy and procedures.
- Highly focused on achieving more-than-required results and developing skills and knowledge.
- Able to professionally take responsibility for own actions and for solving problems and issues that may arise.

Clerical Specialist

ABC Corporation - 2013 – 2014

Responsibilities:

- This position included deciphering, typing, and faxing many types of documents after they were reviewed by the Unit Supervisors and entering contacts in SACWIS.
- Also, the position included putting in order various documents for each case to go to the Health Information Records Department.
- We also had to answer calls and take messages for the social workers when they were out on visits.
- We would cover for each other to work at front desk and greet clients as they came in with any complaints or concerns and evaluate if they needed to speak with a social worker.
- This position required excellent team work.
- Left to attend school so I could go during the day to obtain my A.A.S.
- in Radiology in which Im currently pursuing..

SKILLS

Receptionist, Scheduling, Answering Phones, Customer Service, Data Entry, Microsoft Office, Typing, 10-Key, Accounts Receivable, Cash Management, Document Management.

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

GED in General Education - (Clayton Ridge High School - Guttenberg, IA)

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