

Robert Smith

Department Assistant I

PERSONAL STATEMENT

Seeking a position where can become part of a management team which would enable me to exercise sales, guest relations, communication, organizational and administrative skills in an effective manner while working efficiently and effectively towards the organizations' goals.

WORK EXPERIENCE

Department Assistant I

ABC Corporation - August 1998 - October 2012

Responsibilities:

- Assistant to five Department Heads and one Director over Medical and Surgical Units, Critical Care and Emergency Room.
- Organize and implement coordination of several committees including but not limited to Medication Reconciliation, AMI/CHF, Shared Governance and Gap Analysis in preparation for Magnet Status requirements.
- Provide staff training as a super-user for the electronic ordering/documentation system.
- Assist and initiate review, revisions, and development of policies and procedures.
- Complete statistical cost analysis for product decision making.
- Complete cost analysis for budget determination of employee differentials.
- Develop new policies as needed or requested by organization need.

Department Assistant

Pape Material Handling - 1993 - 1998

Responsibilities:

- Answering phones, aiding all departments with correspondence, assisting all departments in miscellaneous projects, filing, shipping/receiving, processing time cards, daily bank deposit, coding payables and various other clerical projects.
- Working directly with both external business partners and internal members to manage, strategize, and support various projects, travel, and events.
- Capability of prioritizing tasks quickly and accurately.
- Possess excellent communication skills as well as customer relation skills.
- During my time here I have successfully coordinated many events, connected customers with salesmen, and took over as Safety Coordinator.
- Skills Used Daily I used proficient communication skills with not only customers but my employees.
- Have to be very organized to be able to know when machines are coming in and going out, who has requested time off to coordinate payroll, and other office documents..

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Medical Office, MS Excel.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

Bachelor of Arts in Business Management - January
1997(Southeastern Louisiana University)