

Robert Smith

Lead District Administrative Assistant

CONTACT DETAILS

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

SKILLS

Leadership,
Management.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

PERSONAL STATEMENT

Looking to get back into the job market in a part-time bases. Have had over eight years in an office seeing and have also worked in a medical office for five years. Enjoy interaction with people and being a support to the employees and administrative staff.

WORK EXPERIENCE

Lead District Administrative Assistant ABC Corporation - January 2008 - June 2015

Responsibilities:

- Organized information and reports for review by the Regional Vice President.
- Prepared all memos and agendas, managing calendar, scheduling appointments and travel arrangement for both district manager and for the stores in the district.
- Organized and maintained filing systems, file correspondence and personnel records which includes managers and co-managers personal files.
- Coordinated job fairs help with the interview process of new hires for new locations Key actions & results included Isolate opportunities to secure results, reporting to regional assistant.
- Responsible for ensuring day-to-day communication from Corporate is directed to the appropriate Executive and/or Associate, maintaining Associate information.
- Followed up with appropriate resources as necessary.
- Collected & records week-to-date Payroll.

District Administrative Assistant Delta Corporation - 2007 - 2008

Responsibilities:

- Administrative/Clerical Duties Claims Processing Provide excellent customer service Recruit new employees/Market the Aflac Brand Boost Aflac (Dayton) .
- Supported District Manager and 19 stores with a volume of \$320M Utilized Excel to create, track and benchmark key metrics of sales, clearance sell .
- Assisted HR with new hire setup and termination of employees Operated TESS Payroll System to keep time for employees in the Central Division Assisted .
- This position is responsible for providing administrative support to the District Manager, Operations Manager, and District Sales & Facility staff.
- In addition to typing, filing, and creating reports I perform duties such as auditing and reviewing expense reports, credit card reconciliation, .
- Compile, retain, and summarize statistical information from daily, weekly, monthly business plans, project status reports and

- correspondence using .
- Acted as a liaison between district manager and Duane Reade stores
 - Performed various administrative duties in an efficient manner
 - Scheduled .

Education

Diploma - (Central Oregon Community College - Bend, OR)