

ROBERT SMITH

Executive Support Specialist

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SUMMARY

Excellent business management skills in an office environment Capabilities span a variety of tasks, including office management, human resources, word processing, calendar management and database program use Leadership qualities in managing the work efficiently and in running the administration smoothly Distinguished Service Award.

SKILLS

Office Administration, Payroll, Bookkeeping, Administrative Assistant, Housekeeping, Pet Care.

WORK EXPERIENCE

Executive Support Specialist

ABC Corporation - November 2013 – June 2015

- Collected and prepared materials for use in meeting / discussions.
- Coordinated logistical details regarding meetings and events, such as scheduling rooms, sending out meeting announcements, tracking attendances, coordination of food services, taking minutes if necessary and providing a follow up memorandum.
- Created, maintained, and updated charts, lists and calendars as well as reported travel schedules and attendance for the office being supported.
- Tracked travel; Prepared local, domestic and international travel arrangements, including authorizations, vouchers, and reimbursements.
- Developed and refined itineraries, prepare travel orders, secure reservations, lodging, and tickets.
- Provided guidance to managers in developing and selecting appropriate criteria for evaluating job candidates and explaining determinations to supervisors and managers.
- Determined if applicants are qualified for a wide variety of positions.

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Delta Corporation - 2008 – 2013

- Developed content regularly for TicketNetwork.com and TicketNews.com.
- Assisted with research, development, and execution of marketing strategies for TicketNetwork.com.
- Assisted with daily operational/administrative tasks.
- Provided technical support in all areas for Executives and their Administrative Assistants.
- Mobility Support Cisco Telepresence Support Supported other teams with various IT projects as assigned.
- temporary.
- Managed office-supervised work flow, problem resolution, special projects -Coordinated program services staffing -Participated on interview panels.

SCHOLASTICS

- BS In Business Administration