# Facility Assistant I

# ROBERT SMITH

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## Objective

Demonstrates good organizational skills Strong analytical, evaluation and interpretation skills Demonstrated ability to effectively plan, coordinate and meet deadlines Works well independently or as member of a team Ten years experience in corporate office and residential environment.

## Skills

Inventory Management, Facility Department.

## Work Experience

### Facility Assistant I

**ABC Corporation** - 2013 – 2015

- Ordered of all supplies and medications. Maintained Inventory.
- Assisted with patient medical records as well as assisting patients with insurance questions.
- Worked with two other units to do inventory, water samples, and paying of unit bills.
- Administed front-end creation of orders in provisioning system and reviews all orders for accuracy and completeness.
- Worked with field and central office technicians, to correct and trouble shoot installation or change of telephone service orders.
- Monitored and updated system databases for facility availability; applying technical knowledge to correct and close required trouble tickets using .
- Assigned cable and pairs so provisioning plan can be applied.

### Facility Assistant

**Delta Corporation** - 2008 – 2013

- Responsible for maintenance 3.
- Customer Service including faxing, email, 4.
- Confirmation of meeting room bookings and layout specs as per client requests 5.
- Setting up meeting rooms, prepare breakfast, lunch and snacks for clients.
- Inventory, shipping /receiving of all office and client materials 7.
- UPS Worldship, FedEx, DHL and USPS software 8.
- Setup of online service lines, video and conference equipment 9.

## Education

N/A In General Education - 2014(Mitchell Community College - Mooresville, NC)

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