

Robert Smith

Girl Friday

PERSONAL STATEMENT

Seeks to obtain a position in a company desiring a conscientious, hardworking, professional, organized and detail oriented person.

WORK EXPERIENCE

Girl Friday

ABC Corporation - January 2005 - February 2008

Responsibilities:

- Maintained well-organized, neatly presentable office.
- Pick up/delivery service.
- Prepare and distribute incoming/outgoing mail and other materials.
- Worked different office equipment, such as fax, copy, answer machine, and computer.
- Initiate and answer telephone calls; screen and direct to proper personnel.
- Type and may compose and edit correspondence, memos, letters, reports, and other information.
- Provided front desk customer service and acted as a cashier.

Girl Friday

Delta Corporation - 2003 - 2005

Responsibilities:

- Payroll, dispatch, account receivable and payable, run errand, mail
Accomplishments I started out as girl friday and worked my way up.
- Learned the peachtree program.
- Worked in microsoft work and the excel program, and worked with payroll and dispatching Skills Used customer service, math, accounting and bookkeeping.
- Assisting the older generation to be able to be independent longer by performing daily errands, grocery shopping, laundry and house cleaning.
- Helping families and busy professional take care of the tasks of living such as housecleaning, laundry, changing linens, shopping, and running .
- Payroll, innovatory control,shipping and receiving, office management, billing and correspondence between vendors and customers.
- Was able to help the owner when she need it which aloud her more time o spend with her family.

Education

Medical Coding and Billing - (Bryman College - Anaheim, CA)

CONTACT DETAILS

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

SKILLS

Graphic Design; Data
Entry; 50 WPM Typist;
Switchboard.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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