

# Robert Smith

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Address: 1737 Marshville Road, Alabama

## Girl Friday

### SUMMARY

Goal-oriented management professional with excellent organizational and interpersonal skills seeks opportunities to contribute expertise while working for a reputable organization.

### SKILLS

Typing, Cashier, Receptionist, Telephone, Emails, Debtors Accounts.

### WORK EXPERIENCE

#### Girl Friday

ABC Corporation - 2005 - 2010

- Maintain google calendar and physical schedule, email correspondence, payroll, pay bills, bank runs, check pickups, accts. receivable calls, create invoices, job estimates, answering phones, etc.
- Worked in the retail department and in the sales department.
- Organized home office; Filing; Ran errands; Organized closets; Some computer work; Temporary Position.
- Filing, light cash receipts input, data entry for various projects, mailing out the lease.
- Cost sheets check correct and computerize.
- Performed human resource functions, marketing, billing, and payroll.
- Prepared all legal documents for all attorneys.

#### Girl Friday

Delta Corporation - 2003 - 2005

- Maintain google calendar and physical schedule, email correspondence, payroll, pay bills, bank runs, check pickups, accts. receivable calls, create invoices, job estimates, answering phones, etc.
- Worked in the retail department and in the sales department.
- Organized home office; Filing; Ran errands; Organized closets; Some computer work; Temporary Position.
- Filing, light cash receipts input, data entry for various projects, mailing out the lease.
- Cost sheets check correct and computerize.
- Performed human resource functions, marketing, billing, and payroll.
- Prepared all legal documents for all attorneys.

### EDUCATION

High School Diploma - 1978(South Houston High School)