ROBERT SMITH

Kelly Services Contractor

info@qwikresume.com | LinkedIn Profile | Qwikresume.com

Seeking an entry level Kelly Services Contractor position as a technical/ helpdesk coordinator, or office setting which may include data entry, filing, etc. Preferably would like to be able to use bilingual skills with the Spanish language. I have 11+ years of experience in customer service and information technology from service desk positions supporting various companies. Including experience with front desk assisting, filing, and reservation paper keep up. I'm willing and able to increase skills in technology, or clerical work.

EXPERIENCE

Kelly Services Contractor
ABC Corporation - NOVEMBER 2004 – MARCH 2008

- Responsible for answering phone calls from different projects and assisting with their computer trouble.
- Responsible for emails and keeping project on track.
- Able to work with Microsoft Office tools, Lotus Notes, and many other different softwares.
- Translated and Spanish support was part of the job.
- Followed a knowledge base for 8-10 different projects and were ISO compliant.
- Greeted with Multi-tasking and fulfilling deadlines in adequate time.
- Developed and maintained a positive working relationship with others.

Kelly Services Contractor
Delta Corporation - 2002 – 2004

- Product Complaint Analyst Managed product complaints using the electronic system CHATS Differentiated between product inquiry and product complaint .
- Promoted to Workflow Coordinator five months into working on Concierge Team - effectively managed, dispersed, and maintained workflow, weekly .
- Conduct quality control inspection of incoming material for conformance to specification Initiate discrepancy reports and hold notices Generate .
- Insurance - Customer Service Representative (Seeking technology opportunities).
- Operate the auto-lens inspection machine responsible for minimum down time to meet production goals of 4, 950 parts per hour.
- Machine operator, material handler, tester elements.
- Trouble shooting problems and solving communicating Accomplishments Working two machine alone safe quality and productive Skills Used Computer skills .

© This Free Resume Template is the copyright of Qwikresume.com. Usage Guidelines

EDUCATION

- MA

SKILLS

PowerPoint, Excel, Outlook, Skype Workplace Messenger, PC, Copy Machine, Fax.