

ROBERT SMITH

Lead Administrative Assistant/Supervisor

info@qwikresume.com | <https://Qwikresume.com>

Provide secretarial and clerical support so that the operations of an office run smoothly. Specifically, they manage correspondence, maintain office files, handle mail, take minutes of the meeting and coordinate repairs.

JUNE 2002 - JUNE 2002

LEAD ADMINISTRATIVE ASSISTANT/SUPERVISOR - ABC CORPORATION

- Responsible for accepting, filing and processing healthcare applications.
- Registering of patients upon arrival and dismissal.
- Maintained availability of scheduling patients and updated records.
- Managed the office team while the manager was out of the office or on vacation.
- Entered listings into the Multiple Listing Service Planned and organized various activities for office agents and the community Created property flyers and other agent marketing pieces.
- Handles a variety of responsibilities including customer service, controlling a multi-line phone system, sales, cashiering, inventory control, and invoicing for all departments.
- Maintain the utmost client satisfaction by promptly and enthusiastically greeting and assisting customers.

2000 - 2002

LEAD ADMINISTRATIVE ASSISTANT - ABC CORPORATION

- Responsible management assistance for the placement of children as liaison within New York State and throughout the United States, and Bridges to Health assistant for health program entitlement for children; Public Health Insurance, Social Welfare Examiner.
- As lead admin within public welfare cash division was executive assistant to chief for 10 years performing the following tasks (1) manage payroll for staff of 85 within a department of 3,000 staff in SAP payroll system, assist with selection of personnel;
- Supervise assistance to administration of compensation programs within payroll i.e., payroll, and benefits to including reports, and compliance for FMLA leave time, W-2s, workers compensation, unemployment, retirement, direct deposit, annual employee benefits insomuch as health and retirement and others as necessary.
- I was able during this time to gain valuable experience in mid to sr.
- level management, attained my associates degree and advancement due to my skills and experience.
- Enjoyed working with our clients, and recognized for my excellent customer

service skills.

- Skills Used Great telephone, and office skills with a genuine conservative approach to listening to the customers needs while meeting the expectations of my employer in providing public service..

EDUCATION

High School Diploma - (Jones County High School - Gray, GA)

SKILLS

Quickbooks.