

# ROBERT SMITH

## Lead Assistant I

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Talented Medical Assistant CNA Customer service worker capable of working well in high pressure environments calmly and assertively in order to provide excellent support to Doctors and team members.

**MAY 2015 - MAY 2016**

### **LEAD ASSISTANT I - ABC CORPORATION**

- Handled all shipment orders, organized and restocked all store locations.
- Authenticate all priority services budget codes on invoices for re-billing.
- Maintained mail management system accounts for bulk charge back accuracy.
- Provided Receptionist coverage during daily breaks, transferring incoming and outgoing calls.
- Provided internal and external customer service.
- Managed dispatch for all Domestic and International Business meetings.
- Provided tracking, logging and arrange for pre-paid labels for return to office to ensure materials are received and sent back smoothly and efficiently.

**2012 - 2015**

### **LEAD ASSISTANT - DELTA CORPORATION**

- Oversees all packing and shipping to ensure accurate and correct deliveries in a timely manner.
- Responsible for filing of all packing slips and invoices, ordering and inventory Provides IT support for ownership.
- Sorts all incoming mail and packages to distribute accordantly.
- Developed and instructed age appropriate lesson plans with fellow teachers to encourage physical, emotional, and academic growth.
- Created individual student portfolios and reports to document improvement and growth.
- Provided regular progress reports to parents.
- Showcased childrens work to boost self esteem, creativity, and motivation.

## **EDUCATION**

Undergrad Student in Finance - 2015(Portland State University - Portland, OR)

## **SKILLS**

Fast Learner, Bilingual, Reliable, Hardworking.