

ROBERT SMITH

Lead Assistant/Executive

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Managed a classroom and provides instructions according to the plan. Plan and supervise training sessions to develop general fitness and develop motor skills to young kids. Answering phone calls, Filing documents. Entering information into the database.

CORE COMPETENCIES

Computer Basics, Customer service.

PROFESSIONAL EXPERIENCE

Lead Assistant/Executive

ABC Corporation - February 2013 – August 2014

Key Deliverables:

- Kept log of vendor invoices for monthly department accrual.
- Maintained all paperwork for Dangerous Goods and materials that require special attention.
- Prepared monthly shipping and receiving reports for management.
- Assisted the customer service/billing department with customer inquiries and payments.
- Provided administrative support to all District employees including sole support for four service departments.
- Led Assistant for 5 years, responsible for scheduling and overseeing the day to day work of up to 3 staff members.
- Trained new administrative staff on a variety of tasks including reception, travel, supplies.

Lead Assistant

Delta Corporation - 2010 – 2013

Key Deliverables:

- Ensures that contents of the store is organized so they can be readily counted at shift changes.
- Prepares and complete all job related paperwork as approved in our Internal Control Submission.
- Greeted customers and solved their grievances relating to service, I delivered fast and reliable services to client in person and over the phone.
- Maintaining records of cash limits, deposits, fund transfer, debit cards issued and other required activities.
- Chair side assisting, x-rays, sterilize instruments, ordering , mataining pt records.
- Dental Assistant Training Completed Emory University Dentistry approved Radiology course U.S Navy School for Dental Assisting Expanded Duty for .

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- Tulsa, Ok 2013 - 2015 Work chairside with the dentist, ordered all supplies, maintain equipment as needed and collect payments from Individuals as .

EDUCATION

Diploma - 2014(Externship- Medical Sacramento Occupational Medical Group)

