

Office Administration Trainee

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn: linkedin.com/qwikresume
Address: 1737 Marshville Road,
Alabama.

Objective

To obtain a position utilizing my skills within your company, where I may enhance my ability knowledge and understanding; thus provide your company with these skills to contribute to its professional growth.

Skills

Multi-line Phone ; Knowledgeable Concerning General Office Tasks Such As Filing, Document Creation, And Organization; And Good Customer Service .

Work Experience

Office Administration Trainee

ABC Corporation - March 2015 - November 2015

- Held the responsibility of typing documents or emails as requested by supervisor.
- Answered telephone and transferred calls as needed.
- Responsible for taking messages and providing callers with information.
- Created, Maintained, and entered information into databases.
- Helped maintain office filing and storage system.
- Responsible for typing and updating documents.
- Scanned and Copied Documents.

Office Administration Trainee

Delta Corporation - 2011 - 2015

- Created databases and spreadsheets to improve inventory management and reporting accuracy Maintained a variety of files, documents and/or student .
- Hands-on training with materials, equipment, programs, and skills associated with an office operations, supported various staff around campus for the .
- Working as an office administration trainee my duties included but were not limited to balancing classroom time with hands-on learning.
- Prepared documents for training use Created forms using spreadsheets Created center PowerPoint presentations.
- Proficient in typing, filing, copying, scanning, faxing, answering PBX phone system, and taking messages in a professional manner Trained 10+ new .
- Displayed leadership and motivational skills in team work settings Ran errands, relaying messages and supplies in a timely manner.
- Completed 2015 Learning 10-Key Learning Record Keeping Online Lessons about typing Certifications obtained Microsoft Word, Excel, .

Education

High School Diploma