ROBERT SMITH

Office Administration Trainee

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

SUMMARY

To obtain a part-time Office Administration Trainee position with an emphasis on Sales Support/Office Management utilizing extensive experience and skills. Productive in contributing effectively towards the objectives of a team, and is able to share knowledge, ideas, and information.

CORE COMPETENCIES

Type 50 Wpm, Leadership.

PROFESSIONAL EXPERIENCE

Office Administration Trainee

ABC Corporation - 2011 – 2020

Key Deliverables:

- Worked in a manner displaying respectfulness, courteousness, and a positive professional attitude and demeanor.
- Knowledged of office procedures and of spelling, grammar, punctuation, and arithmetic.
- Prepared and maintained records, files, and reports.
- Knowledged of general clerical procedures, office administration, and spelling, grammar, punctuation, and alpha and terminal digit filing systems.
- Experienced in CWS and AVATAR systems, HIPAA laws, and Joint Commission compliance is preferred, but not required.
- Compiled reports based on the current information, logs, and narratives provided by others.
- Coordinated efforts to obtain permits and associated renewals.

Office Administration Trainee

Delta Corporation - 2010 – 2011

Key Deliverables:

- Business Office Procedures & Math Skills Advanced keyboarding skills.
- wpm) Filing, Record Keeping and Windows Operating Systems, Networking fundamentals and applications Microsoft Word, Excel, Access and PowerPoint IC3 .
- Prepared documents for use in training.
- Accurately created forms using spreadsheets as well as Microsoft PowerPoint presentations.
- Proficient in filing, scanning, faxing, copying, and answering phones, and taking messages in a professional manner Exhibited leadership.
- Kittrell, North Carolina Work Base Learning Proficient in doing dorm meetings, making sure they do their dorm duties, I know all the job corps dorms.

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- Scoring rooms.

EDUCATION

Diploma

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