

# Robert Smith

## Office Administrative Assistant III

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Address: 1737 Marshville Road, Alabama

### SUMMARY

To obtain a position in a fast paced, team oriented environment that will allow me to utilize my ability to multitask, build relationships with clients, work as a team, and deliver unforgettable experiences.

### SKILLS

Microsoft Office, Office Manager, Account Management,.

### WORK EXPERIENCE

#### Office Administrative Assistant III

ABC Corporation - March 2014 - February 2015

- Designed company pamphlets to better inform potential clients of the type of work Barton Construction Corporation performs.
- Handled customer billing information to ensure bills were accurate and sent in a timely manner.
- Reviewed inspection codes to make sure Barton Construction Corporation complied with Township and State regulations.
- Verified that inspection requests were approved and valid prior to breaking ground on new projects.
- Researched upcoming job opportunities and equipment sales that maybe of interest to the company.
- Acted as a contact point for clients, material distributors, inquiries, and inspectors to coordinate various aspects of day to day activity.
- Some examples of activities would be scheduling meeting times, material deliveries, inspection dates, and relaying messages.

#### Office Administrative Assistant

ABC Corporation - 2011 - 2014

- Responsible for all of the administrative paperwork including balancing registers and accountable for nightly deposits.
- Interacted with all of the customers and fulfilled all of their needs.
- Assistant to jeweler and watch maker.
- Composed all of the written appraisals.
- Received and transferred merchandise to and from other stores.
- Conducted daily and monthly inventory and carried out loss prevention standards.
- Answered all telephone calls..

### EDUCATION

Bachelors of Science in Business Management - (East Stroudsburg University - East Stroudsburg, PA)