Robert Smith

Office Assistant Receptionist/Manager

CONTACT DETAILS

1737 Marshville Road, Alabama
(123)-456-7899
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PERSONAL STATEMENT

High School diploma, GED, or equivalent required, Prior administrative office experience preferred, Experience using Google suite (Calendar, Docs, Sheets).

WORK EXPERIENCE

Office Assistant Receptionist/Manager

ABC Corporation - 2006 – 2010

Responsibilities:

- Attended schedule department and clinical meetings
- Performed all duties and services in full compliance with OnePeak Medicals Employee Handbook.
- Managed all incoming documents whether by paper or electronically according to agency procedures including, but not limited to sorting, labeling and distributing- faxes, mail, secure email and drop-offs.
- Monitored supplies/maintenance needed for data distribution equipment and notify reception when supplies are low and/or contact Budget for repairs/maintenance to the fax machine.
- Assisted with other administrative duties as deemed necessary.
- Received correspondence, mail or special delivery; signs for merchandise, letters, and packages; prepares correspondence for mailing, delivery, or pick-up; prepares letters or renewal packets for periodic mailings.
- Maintained office equipment; initiated service orders; orders supplies.

Office Assistant Receptionist

Delta Corporation - 2002 – 2006

Responsibilities:

- Operates complex office equipment such as commercial grade envelope
- stuffers, scanners, imaging equipment, postage meters, etc.
- Receives customers in public reception area such as an application counter or
- information desk; assists customers in preparing applications, permits and licenses;
- Receives correspondence, mail or special delivery; signs for merchandise, letters, and packages; prepares correspondence for mailing, delivery, or
- This is Dummy Description data, Replace with job description relevant to your current role.
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Education

BS

SKILLS

Familiarity with Microsoft Office, Problem-solving.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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