

Robert Smith

Office Attendant

PERSONAL STATEMENT

Seeking an Office Attendant position with an organization that will allow me to utilize my present skills and also an opportunity for further training. Maintaining appearance of waiting areas and reception desk. Maintaining inventory of front desk supplies and forms. Generating correspondence as requested.

WORK EXPERIENCE

Office Attendant

ABC Corporation - July 2008 - July 2010

Responsibilities:

- Monitored them play with the kids and take them to the park outside our building.
- Directed all inquiries to the person responsible for the issue in question.
- Independently monitored the automatic car wash machinery for proper operation Utilize pressure wash wands to clean car wash bays freeing them from debris and dirt.
- Cleaned equipment and tools as needed.
- Refilled soap dispensers and token dispensers as needed.
- Prepared daily accounting ledgers of sales and prepared bank deposit slips.
- Deposited money at bank thru teller or night deposit box.

Office Attendant

Delta Corporation - 2004 - 2008

Responsibilities:

- Worked in the Facilities department dealing with orders through vendors and making sure all items are stocked at all times.
- Helped fix issues with computers and moving them.
- Helped keep the office clean and professional.
- Replenished all necessary office supplies Collaborated with higher level management to determine office needs and ordered supplies accordingly .
- Secretarial duties, filing, answering phones Activated and managed members accounts Registered members for misc.
- prepare machine drawings and jobs (ISO); accounting; data entry; phone operator.
- Tasks included verification of vehicle ownership and that registration and tags were current.

Education

BA In Information Technology

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Administrative, Office
Management, Sales.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)