

ROBERT SMITH

Office Attendant

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Seeking an Office Attendant position which allows me to utilize good phone etiquette, multi-tasking skills, good cognitive reasoning skills and provide good customer service, cable lacing, cable pulling, wire wrapping, switch installation, software, and hardware repair. Greeting all patients and visitors in a warm and friendly manner and utilizes positive customer service in all interactions. Maintaining a calm and peaceful environment in the waiting room area that is inviting to all.

JULY 2008 - JULY 2010

OFFICE ATTENDANT - ABC CORPORATION

- Received, sorted, and distributed incoming mail. Collect outgoing mail for transfer to post office/delivery services.
- Accepted outside deliveries from logistics companies and ensure deliveries are taken to respective contact(s).
- Maintained supplies by checking stock to determine inventory levels, anticipate requirements, place orders, verify receipt, stock items, and deliver supplies to necessary work areas.
- Maintained office equipment by completing preventive maintenance, troubleshoot failures, call for repairs, and monitoring equipment operation.
- Assisted with moving team members when workstation/desk moves are required.
- Ensured conference rooms remain clean, presentable, and organized; maintain adequate supply levels.
- Ensured workstations/desks are ready for new team members first day and supply new hire welcome kit.

2003 - 2008

OFFICE ATTENDANT - DELTA CORPORATION

- Filed organized, and copied office documents And answering phones with customer service.
- Work with persons with one or more disabling conditions; severe mental illness, substance abuse, physical disabilities, and chronic illnesses .
- Attained information to ensure service and non-service military members documents are process and classification is correct.
- Performed investigations and verifications of student records that have been identified with potential inaccurate billing.
- Managed records, task, and operations for staff to ensure daily operations were carried out in a timely matter.
- I was responsible for taking registrations, organizing the office as well as

- assisting in certain programs.
- Skills Used Organizational skills, Microsoft Word, computer skills.

EDUCATION

AA In Electrical Engineering

SKILLS

Customer Service, Computer, Organization, Team Leader, Microsoft Office, Communication, Detail Oriented.