

## Office Automation Assistant III

# ROBERT SMITH

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## Objective

Certified Environmental Health Technician with 7 years' of experience in public health management and quality control. As a public health program manager with the United States Navy, qualifications include strong communication skills, comprehensive knowledge of public health programs, and quality assurance.

## Skills

Microsoft Office, Quickbooks, Adobe.

## Work Experience

### Office Automation Assistant III

**ABC Corporation** - September 2008 – May 2010

- Established computer programs to track, maintain, and update case information .
- Maintained and orders office supplies, as requested by other staff members.
- Tracked requisitions to ensure timely completion.
- Created and maintained Overtime authorization forms for BOR staff.
- Travelled arrangements for COR and Project Manager.
- Attended meetings and transcribing minutes (weekly, bi-weekly, and monthly).
- Created and maintained contract files.

### Office Automation Assistant

**Delta Corporation** - 2004 – 2008

- Distribution of all correspondence.
- Automated a business document management system by scanning deeds, maps, invoices, and any other business related document that needed retention.
- This was accomplished utilizing Adobe PDF Creator.
- Recorded WIP and FIP; processed DD Form 350s.
- Executed \$48 million dollars during the Fiscal Year 2003 and maintained over 200 contracts (active and inactive) Updated and maintained Relocation .
- Salary-37,074 Hours worked- 45 per week Supervisor Wilbert Wilson 301-394-0400.
- Manage multi-line switch board phone Greet and announce visitors to .

## Education

Bachelor's in Business Administration - December 2005(University of Phoenix - Phoenix, AZ)