

ROBERT SMITH

Office Automation Specialist

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

To secure a growth-oriented position where my strong analytical, decision-making skills will be utilized to drive sales, profitability, and revenue growth by supporting the organization with multi-dimensional business intelligence analytics, improve organizational productivity, and ultimately achieve the company's goals.

CORE COMPETENCIES

Proficient In QuickBooks, Microsoft Word, Word Perfect, Multiple Listing Search, Aviator, Profiler, And Valant.

PROFESSIONAL EXPERIENCE

Office Automation Specialist

ABC Corporation - March 1999 – May 2001

Key Deliverables:

- Promoted to serve as assistant to the Global IT Director based on demonstrated work performance in Sales & Marketing Department.
- Evaluated daily administrative priorities in supporting the IT Global Director.
- Interacted with Operations Manager and Network Managers in updating MIS documentation.
- Coordinated with members of the MIS Department in organizing internal projects.
- Intricately involved in the IT departments growth on the intranet site.
- Interfaced with Operations Manager in updating budget for IT Department such as salaries, supplies, and expenses for 6 managers.
- Developed and maintained filing system for all vendor contracts, resulting in all renewals being completed on schedule.

Office Automation Specialist

Delta Corporation - 1994 – 1999

Key Deliverables:

- A+ troubleshooting Resolved software and network issues Maintained inventory of users General computer maintenance Maintained product warranties .
- Provided computer help desk support via telephone communications with users.
- Performed diagnostics and troubleshooting of system issues, documented help desk tickets/resolutions, and maintained equipment inventory lists.
- Performed set-up, break-down, and transport of agency equipment on an as-needed basis.
- Responsible for general office duties and the handling of confidential personnel files.
- Trained and assisted in requisitioning and handled publications and correspondence.

ROBERT SMITH

Office Automation Specialist

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

- Maintained mailroom with over 1500 military personnel.

EDUCATION

MS

