

Robert Smith

Office Automation Specialist

PERSONAL STATEMENT

Seeking an Office Automation Specialist position that utilizes comprehensive technical skills with a specific interest in Network Administration. Strengths in organization, technology, project management, troubleshooting, problem analysis and resolution, customer service.

WORK EXPERIENCE

Office Automation Specialist

ABC Corporation - July 2006 - December 2008

Responsibilities:

- Provided desktop support for specialized hardware and software systems.
- Received a wealth of experience and knowledge in the customer support area, as the Call Center handled calls and customer oriented.
- Had the opportunity to gain excellent customer service and troubleshooting skills while at my position.
- Demonstrated proper utilization of software and hardware products.
- Performed file reimaging of customers workstations.
- Evaluated and reported on new technologies that proved beneficial.
- Assisted Systems Administrator in identifying system needs.

Office Automation Specialist

Delta Corporation - 2001 - 2006

Responsibilities:

- Process authoritative legal documents received and disseminated from Office Personnel Answered telephone inquiries from the general public and .
- Aviation And Missile Command Contract(ITTs) Lead Oracle and mobile development developer.
- Developed application Microsoft Windows and web application on the IIS platforms.
- Lead developer for handheld embedded technology Web based application development using Active Server Pages, JavaScript, and HTML Application .
- Instrumental in maintain equipment and transitioning from typewriters to computers - Purchased and tagged all agency equipment - Maintained inventory .
- Scanned reported material in IMAGE database Researched duplicated reporting and managed system errors Participated in conference calls conducted .
- Retrofit Design is a full service arts in-house business.

Education

Bachelor Of Science

CONTACT DETAILS

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

SKILLS

Training, Human
Resources, Marketing,
Public Speaking,
Windows, Business Plan
Writing, Employee
Manual Writing.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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