

Robert Smith

Assistant Office Manager

CONTACT DETAILS

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

PERSONAL STATEMENT

Results-oriented Office Manager with 17+ years of experience, bringing exceptional strengths in customer service and accounting. Seeking a leadership position in an established company with the potential for advancement. Dynamic Accounts Payable Lead who thrives in high pressure, team atmospheres.

WORK EXPERIENCE

Assistant Office Manager **ABC Corporation - May 2003 - Present**

Responsibilities:

- Reconciling discrepancies between accounts receivable general ledger account and accounts receivable trial balance account.
- Monitoring payments due from clients and promptly contacted clients with past due payments.
- Coding and entering invoices each day into the in-house accounting software.
- Reconciling vendor statements and handled payment complaints or discrepancies.
- Completing the day-to-day processing of payroll for 28 employees, including review of timesheets and computing pay in accordance with FLSA.
- Composing and drafted all outgoing correspondence and reports for managers.
- Verifying and creating claim numbers by communicating with various insurance companies.

Floor Supervisor **ABC Corporation - November 2002 - May 2003**

Responsibilities:

- Counted cash drawers and made bank deposits.
- Assigned employees to specific duties to best meet the needs of the store.
- Instructed staff on appropriately handling difficult and complicated sales.
- Examined merchandise to verify that it was correctly priced and displayed.
- Stocked and replenished merchandise according to store merchandising layouts.
- Cleaned and organized the store, including the checkout desk and displays.
- Handled all customer relations issues in a gracious manner and in accordance with company policies.

SKILLS

Quickbooks, CCC One, Microsoft Word and Microsoft Excel, Merchandising, Recruitment/Staffing, Accounts Payable, CRM, Statistical Reporting, Inventory Control, Professional Phone Etiquette, and Creative Excellent Communication.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

High School Diploma - (Odessa High School - Odessa)Diploma -
(Cameron County High School - Emporium, PA)