

ROBERT SMITH

Office Manager/Administrative Support

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

SUMMARY

I have 6+ years of experience as an Office Manager. I have overseen all other employees and made sure the office was very well maintained. Self-motivated Office Manager offering a strong work ethic and determination to complete tasks in a timely manner.

CORE COMPETENCIES

Banking, Bookkeeping, File Management, Inventory Management, Materials Management, Meeting Facilitation, QuickBooks Online, Scanners, and Travel Arrangements.

PROFESSIONAL EXPERIENCE

Office Manager/Administrative Support

ABC Corporation - June 2014 – Present

Key Deliverables:

- Maintenance of office equipment, such as copiers, scanners, fax machines, voicemail systems, computers.
- Collecting, counting, and disbursing money do basic bookkeeping, and complete banking transactions.
- Communicating with customers, employees, and other individuals to answer questions, disseminate and explained information, take orders, and address complaints.
- Compiling, copying, sorting, and filing records of office activities, business transactions, and other activities.
- Maintaining and updating filing, inventory, mailing, and database systems, either manually and using a computer.
- Opening, sorting, and routing incoming mail, answer correspondence and prepare outgoing mail.
- Operating office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.

Cleaning Maid

ABC Corporation - December 2013 – May 2014

Key Deliverables:

- Cleaned areas such as rooms, hallways, restrooms, corridors, stairways, offices.
- Dusted and wiped clean furniture, files, fixtures, paneling, window sills, glass tops, wall hangings, fixtures.
- Removed smudges from vertical surfaces such as doors, door frames, light switches, partitions.
- Cleaned and maintained bathrooms dusted all furniture, swept and mopped floors in all of the rooms for guests.

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- In addition, answered all of the guest questions and addressed problems and complaints in person.
- Collaborated with management to give exceptional service throughout the entire guest reservation and stay experience.
- Maintained effective relationships with fellow workers and management.

EDUCATION

Diploma- (Towson University)HS- (Star Valley High School - Afton, WY)

