

Robert Smith

Office Manager

Phone (123) 456 78 99

Email: info@qwikresume.com

Website : www.qwikresume.com

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

SUMMARY

3 years of experience as an Office Manager. Looking to obtain a Part-time job with a company that I can become a loyal and faithful employee. So I may grow with the company and be able to have long term employment with. some benefits. I am a very reliable and confident person and have not a problem working alone.

SKILLS

Computer Experience, ADP, Excel, Words, Account Payable, Account Receivables, Payroll, Accounts Payable, Accounts Receivable, Bookkeeping, Administrative Support, and Billing.

WORK EXPERIENCE

Office Manager

ABC Corporation - December 2006 - February 2009

- Process payroll, changes, taxes interviewing, hiring and placement.
- Processed all workers compensation and unemployment claims, and administered process with management of claims.
- Resolve customer complaints or answer customers questions regarding policies and procedures.
- Supervise the work of the office, administrative, or customer service employees to ensure adherence to quality standards, deadlines, and proper procedures, correcting errors or problems.
- Provide employees with guidance in handling difficult or complex problems or in resolving escalated complaints or disputes.
- Implement corporate or departmental policies, procedures, and service standards in conjunction with management.
- Discuss job performance problems with employees to identify causes and issues and to work on resolving problems.

PT Secretary/Home Health Care Provider

ABC Corporation - March 2006 - November 2006

- Shopping, doctors appointment, arts and crafts, cooking dinner and outdoors activities.
- Self-directed care provider for patients during end-of-life, providing skilled nursing assessment, planning, coordination and care management in patients private home.
- Care of patients, managing discomfort and providing symptom relief using specialized nursing skills related to palliative and end-of-life care.
- Educated patients and family regarding disease process and decline, palliative interventions, care to give, the dying process, ethical concerns, and safety practices.
- Assisted clients in daily living activities, escorting clients on daily outings, errands & appointments if necessary.
- Recognized, respected and maintained professional boundaries in relationships with patient and family.
- Hired and trained junior-level staff members, handled payroll and provided direction on daily tasks and operations.

EDUCATION

Certificate in Business - (Harrisburg High School Vo-Tech - Harrisburg, PA)High School Diploma - August 1992(Pine Bluff High School)