

Robert Smith

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Address: 1737 Marshville Road, Alabama

Office Manager Executive Assistant I

SUMMARY

Looking for a skilled worker to perform multiple tasks. Secretary work, organizing billing answering calls emails etc. Other duties could be driving, setting up and possibly attending meetings. This is a part time position with the ability to become a very high paying full time job. Looking for a truly motivated person that wants to be part of a new company.

SKILLS

Route Truck, Customer Service.

WORK EXPERIENCE

Office Manager Executive Assistant I

ABC Corporation - January 2006 - October 2010

- Hired, trained, developed, and supervised staff to meet company standards.
- Managed day-to-day HR operations - Customer Service, dispatch, billing, supplier payments and processing functions.
- Ensured excellent service is provided to customers
- Handled escalate customer issues as needed
- Provided direction to Team regarding administrative duties and goals
- Performed work assigned by Operations Managers for the successful operation of restaurant.
- Acted as a liaison between Billing and Clinical team to ensure that all paperwork needed to bill and collect for services is accurately completed and input to the computer system or forwarded to the Billing department on a timely basis.

Office Manager Executive Assistant

Delta Corporation - 2005 - 2006

- Monitored shift duties and performance, and developed assignments that
- ensured accurate and efficient customer service.
- POSITION DUTIES I possess a knowledge of all warehouse distribution and customer service.
- Provide excellent customer service. Accomplishments I always hit my company
- efficiency requirement. Skills Used Forklift, and EPJ operations
- Responsibilities- Picked ticketed orders- Merged/Loaded Freight-
- Received/Stored Product Skills Used- team work- customer service- problem solving- computer- mathematical- forklift

EDUCATION

BS