

ROBERT SMITH

Office Services Assistant-HR

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An experienced professional is now seeking a position where extensive computer skills will be utilized. Also, to grow along with the company and develop better strategies toward a more efficient way of analytics.

EXPERIENCE

Office Services Assistant-HR

ABC Corporation - JANUARY 1993 - NOVEMBER 1994

- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.
- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
- Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail.
- Compile, copy, sort, and file records of office activities, business transactions, and other activities.
- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints.
- Type, format, proofread, and edit correspondence and other documents, from notes or dictating machines, using computers or typewriters.
- Complete work schedules, manage calendars and arrange appointments.

Office Services Assistant

ABC Corporation - 1989 - 1993

- School of Business 1309 East 10th Street Bloomington, Indiana 47405
[] Arranged and coordinated catering throughout the school.
- Served as a liaison with IU and outside vendors.
- Expedited delivery of confidential documents and large amounts of money from person to person both on and off-campus.
- Provide backup support for office receptionists.
- Sales Associate Kay Jewelers 2956 East Third Street Bloomington, Indiana 47401 Serve as a sales associate on a part-time basis during the holiday season.
- Reconcile receipts at the close of business.
- Ensure the security of the merchandise in the store.

EDUCATION

- BA- (Liberty University)

SKILLS

Microsoft Office, Allscripts, Touch works, Centricity Business, and Flowcast.