

Office Services Associate

ROBERT SMITH

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Objective

Highly qualified Office Services Associate with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and would excel in the collaborative environment on which your company prides itself.

Skills

Microsoft Office, Security Software, Install Hardware And Configure Software Systems.

Work Experience

Office Services Associate

ABC Corporation - September 2012 - March 2013

- Organized and located inventory and updated store spreadsheets.
- Conducted yearly inventories of warehouse stock.
- Printed various labels and tags for all merchandise.
- Supervised material flow, storage and global order fulfillment.
- Oversaw special orders and after-hours, urgent shipping jobs.
- Unloaded, picked, staged and loaded products for shipping.
- Resolved service issues in a timely manner, including coordinating and processing returns.

Office Services Associate

Delta Corporation - 2008 - 2012

- Provided front-end phone support to customers answering inquiries or directing calls to appropriate departments Greeted customers and suppliers to .
- Set up conference rooms, including audio/visual equipment, furniture configuration and food/beverages as needed.
- Assisted with reception coverage, including managing a multiple phone line system, and visitor check in.
- Operated multi-line switchboard; triage calls to appropriate departments Processed incoming/outgoing mail and packages using USPS, UPS, Fed-Ex .
- Process time sensitive paperwork while remaining HIPPA compliant File paperwork Flatbed scanning of X-rays General office administrative tasks.
- Completed mail services such as mail carrier, packaging and shipping for TBWA/Chiat Implemented general clerical duties including filing, faxing, .
- Present Reception Answer and direct incoming calls; greet visitors; maintain office telephone list; schedule conference room Mailroom Ship, receive,.

Education

Business Communications - August 2010(Chowan University - Murfreesboro, NC)