

ROBERT SMITH

Sr. Office Services Associate

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SUMMARY

Accomplished and energetic assistant manager with a solid history of achievement in customer service and sales. Motivated leader with strong organizational and prioritization abilities. Areas of expertise include customer service, leadership skills and meeting aggressive business goals.

CORE COMPETENCIES

Managerial, Communication.

PROFESSIONAL EXPERIENCE

Sr. Office Services Associate

Newmark Grubb Knight Frank - April 2016 – 2020

Key Deliverables:

- Established transportation cost standards and economical shipping practices.
- Received incoming shipments and reviewed contents against purchase order for accuracy.
- Responsible for performing clerical and administrative duties in an office setting.
- Assisted paralegals and secretaries by sorting mail, filing, answering phones, greeting clients, and restocking supplies.
- Operated office machines, such as photocopiers and scanners, voice mail systems and personal computers.
- Retrieved files for personnel.
- Provided support duties to the organization as needed.

Office Services Associate

Delta Corporation - 2014 – 2016

Key Deliverables:

- Take and deliver messages.
- Sort and distribute incoming mail.
- Fix malfunctioning office equipment.
- Count or measure mail.
- CALL IT for computer assistance.
- Distributes incoming mails and prepares outgoing mail for shipping using postage meter, UPS or Fedex as appropriate.
- Acts as a backup receptionist and provides administrative services to staff by copying documents, getting and maintaining office supplies and kitchen .

EDUCATION

- Associate of Arts - (College of Lake County - Grayslake, IL)