

ROBERT SMITH

Office Services Associate/Executive

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To obtain a challenging position with a growing company that will allow to utilize experience, dedication, organizational skills and strong work ethic.

EXPERIENCE

Office Services Associate/Executive

ABC Corporation - JANUARY 2012 - JANUARY 2013

- Assisted recruit team members with functions for university internship meet and greet session.
- Set-up conference rooms including audio/visual equipment, furniture configuration, and food/beverages as needed.
- Assisted with reception coverage, including managing multiple phone lines and visitor check-in.
- Handled sensitive and/or confidential documents and information.
- Communicated with manager and client on job or deadline issues.
- Executed general office tasks, open, sort, deliver incoming mail and deliveries.
- Ordered office supplies, delivered and prepared overnight packages, set-up conference room for meeting with audio and visual equipment/ food and beverages.

Office Services Associate

Delta Corporation - 2008 - 2012

- Provided executive support (for CEOs and CIOs) to ensure materials are received in a timely manner Prepared and packaged .
- in supplies weekly as well as maintained supply inventory for all 5 company locations Evaluated the current supply inventory practices and assisted .
- Responsible for a variety of office service functions including incoming and outgoing mail services and delivery; faxes; copying services; event set .
- Assist with the coordination of purchasing office supplies, which include vendor relations, receiving, inventory, and purchasing research.
- Sort and distribute incoming and interoffice mail Processed express and overnight packages Fill supply requests.
- Leveraged organizational skills and supported Nike - Global Internal Mail Distribution department.
- Assisted with seasonal projects.

EDUCATION

- BA Political Science in Legal Studies - August 2014(California State University, Chico - Chico, CA)

SKILLS

Customer Service, Data Entry, Filing, General Office, Human Resources.