

# Robert Smith

## Office Services Associate/Representative

### PERSONAL STATEMENT

Organized Customer Service Professional with proven experience delivering quality services in a Law Firm environment seeks a responsible position where an agency may fully utilize communication, organizational general office and problem solving skills to contribute to greater office efficiency and productivity.

### WORK EXPERIENCE

#### **Office Services Associate/Representative** **ABC Corporation - February 2015 - March 2016**

##### *Responsibilities:*

- Relieved receptionist during lunch and breaks, stock lunch room/ kitchens and coffee bar.
- Helped to set up office services department for firm.
- Set up secretaries work stations, paralegals and attorneys offices.
- Sorted and distributed incoming and interoffice mail.
- Assisted in processing Express, FedEx, Ups and overnight courier packages.
- Made photocopies and deliver finished project according to schedule. Assist with technical problems with copiers.
- Stocked, organized and cleaned coffee areas and kitchen with supplies.

#### **Office Services Associate** **Delta Corporation - 2011 - 2015**

##### *Responsibilities:*

- Processed, received, and distributed all incoming USPS mail also including deliveries and packages.
- Maintained all printers, copiers, fax machines, and stocked kitchen daily.
- Managed all faxes and ordered all firm supplies.
- Provide mail, fax, and reprographics support for major Los Angeles law firm Serve the legal customer via heavy phone and e-mail interaction Provide .
- Receive and security screen high volume of incoming packages and mail Distribute and stage delivery routes for deliveries.
- Prepared files and maintained records of new clients Assisted in all areas of administrative work including, data entry, receptionist duties, file .
- Maintained and organized publications/subscriptions and information files in master database.

### Education

High School Diploma - (Lamar High School - Houston, TX)

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Microsoft Office, Public Speaking, Data Entry, Leadership.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)