

ROBERT SMITH

Office Services Associate III

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SUMMARY

Highly qualified Office Services Associate with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects.

CORE COMPETENCIES

Microsoft Office, Internet, Internet, Lotus Notes.

PROFESSIONAL EXPERIENCE

Office Services Associate III ABC Corporation - 2000 – 2016

Key Deliverables:

- Assisted with moving boxes and light inter-office moves.
- Prepared offices and workstations for new hires.
- Responded to client requests in a professional manner.
- Received, sorted and delivered .
- Managed overnight shipments.
- Ordered office supplies.
- Mantained stockroom inventory.

Office Services Associate Delta Corporation - 2007 – 2008

Key Deliverables:

- Managed overnight shipments for both U.S.
- and international.
- Maintained office copiers, printers, and fax machines.
- Managed office and furniture moves.
- Ordered office supplies, maintained the stockroom, controlled stock inventory.
- Company liason for communication with building management.
- Managed office area for the bankruptcy attorneys, for liquidation of office furniture.

EDUCATION

MBA In Business Administration - August 2009(University Of Phoenix - Raleigh, NC)

