

# Robert Smith

## Lead Office Services Associate

### PERSONAL STATEMENT

To obtain an Administrative Specialist position that will utilize computer knowledge, strong people skills, and business experience.

### WORK EXPERIENCE

#### **Lead Office Services Associate**

**ABC Corporation - September 2005 - May 2009**

##### *Responsibilities:*

- Connected to Canon 7105 Image Runner machine.
- Printed color copies from Canon CPP 650.
- Logged client job charge code numbers into Deloittess Expense Transfer Web system and e-mailed job reports to on-site operations manager and accountant.
- Binded and/or punched documents.
- Packaged and coordinated their pickup and delivery.
- Printed color copies on Canon CPP 650.
- Ordered and stocked operational supplies for HP printers and Xerox copy machines.

#### **Office Services Associate**

**Delta Corporation - 2002 - 2005**

##### *Responsibilities:*

- Responsible for courier deliveries and pick-ups to and from all Humana locations in Louisville area.
- Also help with special projects such as health conference booth set-ups.
- Department of Defense SF-86 Confidential Clearance This government clearance was granted in order for me to access, and read financial, healthcare, .
- 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.
- Receptionist Assist in firm administration projects including document scanning, preparation and production of a variety of professional documents.
- Sort and deliver mail.

### Education

Diploma - (Watkins Mill High School - Gaithersburg, MD)

### **CONTACT DETAILS**

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

### **SKILLS**

Microsoft Office, Word,  
Excel, Access, and  
Powerpoint .

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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