

Robert Smith

Office Services Associate

Phone (123) 456 78 99

Email: info@qwikresume.com

Website : www.qwikresume.com

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

SUMMARY

A competent and independent worker with experience in front office procedures, accounts receivable, payable, and billing. Excellent communication skills utilized in resolving customer queries. Sound knowledge of collection and claims procedures.

SKILLS

Computer Literate, Quickbooks, Microsoft, Billing, Payroll, Office Manager.

WORK EXPERIENCE

Office Services Associate

GLC Business Services - November 2015 - 2020

- Managed overnight shipments.
- Managed electronic documents for various departments.
- Set up conference rooms for meetings.
- Used office equipment for various jobs such as printing, copying, binding and faxing.
- Ensured all tasks were completed with quality, accuracy and in a timely manner.
- Ensured that jobs were then logged properly.
- Assisted in the sorting and delivering of mail and packages throughout the office.

Office Services Associate

Delta Corporation - 2014 - 2015

- Handle all material received in the mail center - review, separate, document, process, to include Medical Bills/Records to PIP/ Bodily Injury /.
- Print/Copy/Scan/Fax/Email production per digital copy machines; bindery production Maintain record of daily production related to processing orders.
- on site for Latham Watkins/Sherman & Sterling/Goldman Saks Copy, bind, and deliver high volume, confidential pitch books according to banking .
- Provided messenger, mail, reprographic services to clients and prepped documents for imaging assisted clients at all times, providing a satisfied .
- Sort, research, and deliver large volume of mail to assigned route Assist in outbound shipping area including data entry and customer service Update .
- Assist day to day activities with Office Manager, secretaries, and records department, working as a team.
- Handle all mail through SDS, Fed-Ex, USPS.

EDUCATION

Diploma- (Colonie Central High School - Albany, NY)