ROBERT SMITH

Asst. Office Services Manager

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Over 25 years' experience in administrative office support, as well as management, project development and event coordination. Highly recognized for dependability, initiative, cooperation, and self-motivation with professional skills in office management and event planning.

EXPERIENCE

Asst. Office Services Manager
ABC Corporation - 1999 – 2005

- Ordered all company supplies and equipment.
- Bookkept, handled of invoices, statements, endorsements and insurance agent information.
- Handled of all reports including policy cancellations, renewals and reinstatements, change of policy and loss history reports.
- Reviewed claims for total damage vehicles and salvaged vehicles.
- Responsible for overall supervision and functioning of the Office Services Division.
- Coordinated and assigned work for eight employees, including monitoring their progress, providing training and ensuring their work was completed in a timely manner.
- Prepared and conducted employee performance evaluations.

Office Services Manager
Delta Corporation - 2000 – 2006

- Managed and directed two staff members on site, fixed and approved payroll/vacation on a daily basis Conducted annual reviews for each former .
- Directly managed facilities operations at Headquarters, New York, NJ and also facilitated maintenance issues for all US offices Assisted on entire .
- Hired, managed two mailroom clerks, three receptionists for three office locations In conjunction with Human Resources coordinated fire wardens and .
- Coordinated and negotiated contracts on new and renew leases and facility equipment Worked closely with landlords on building issues, i.e., lease .
- Monitored the security system, assigned new badges and deleted complying to audits Purchased furniture, office supplies, stationary, kitchen supplies .
- Manage office operations to ensure efficiency and productivity Manage relations with clients, suppliers and contractors Order stock and office .

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- Managed firms multi-site administrative centers; directly supervised and communicated with staff to successfully com-plete scheduled and impromptu .

EDUCATION

- Electrical Trainee(ET Card) In Commercial Electrician & Residential Electrician - 2015(i-Tap Commercial Electrician Apprenticeship - Sacramento, CA)

SKILLS

Microsoft Office, IMIS Database.