

Office Services Technician

ROBERT SMITH

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.

Objective

Over 3 years exposure to Office Services Technician practices and procedures. Comprehensive knowledge (7+ years experience) pertaining to office administration and departmental support. Exceptional writing and communication (interpersonal and customer service) skills. Highly organized and efficient in dealing with high-level workloads within strict deadlines. Ability to maintain records and personnel files confidential and in record compliance. Computer literate: proficient in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Email and Internet.

Skills

Typing, Microsoft Office, Excel, Power point, Supervising, Word.

Work Experience

Office Services Technician

ABC Corporation - 2019 - 2022

- Employed fill out all paper work, fill out retirement cards, health benefit cards, payroll cards, direct deposit cards and submit to payroll.
- Sent out all new employees out for Physicals, Drug testing and perform background checks and I-9s for all new employees, receive results and log on check off list and clear to start work.
- Prepared and set up new employee orientations, enter data to make orientation spreadsheet to send out emails to all department managers of cleared employees.
- Conducted new employee orientations.
- Revised and updated orientation papers for the packets using thumb drives.
- Prepared letters for new employee Health Benefit orientations with times and dates and where to be held and distribute out to new employees.
- Scheduled appointments twice a month for both orientations year around.

Office Services Technician

Delta Corporation - 2018 - 2018

- Supervision of shipping and processing of library materials; preparing routine reports; collecting money and preparing deposits; providing customer .
- Monitored and oversaw private office security and safety by performing such tasks as locking doors after operating hours and checking electrical .
- Preserved the orderly condition of the office via the removal of trash, sweeping, mopping and waxing floors Performed sterilization of dental .
- Various office duties; filing, organizing, faxing and scheduling.
- Document control and monitoring the flow of children inside the system.
- Administrative Assistant I IES Engineering - Bakersfield, CA Responsibilities Day to day activities include scheduling maintenance on vehicles, .
- Meeting, greeting and escorting visitors and guests to their meetings and preparing meetings, luncheons and fairs.

Education

Diploma