

ROBERT SMITH

Office Services Technician

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Office Services Technician is responsible for Maintaining cleanliness of office space and equipment by performing tasks such as vacuuming, dusting furniture, emptying trash bins; maintaining supplies such as toilet tissue, paper towels, soap; and removing garbage when necessary, Installing new equipment when necessary.

CORE COMPETENCIES

Clerical Skills, Service Management.

PROFESSIONAL EXPERIENCE

Office Services Technician ABC Corporation - June 2015 – 2022

Key Deliverables:

- Provided information and assistance to program participants, potential participants and other interested parties.
- Prioritized and assigned casework to intake social service workers.
- Created and maintained a variety of complex spreadsheets in the IHSS programs database.
- Proofread, edited, and updated a variety of documents.
- Explained program benefits, requirements and procedures to applicants and answer questions such as program eligibility in accordance with a variety of regulations.
- Collaborated with professionals and other agencies to coordinate services/care for clients.
- Interviewed families and/or individuals, either by telephone or in person, to explain and interpret program purpose, rules, and regulations in order to determine initial eligibility of potential clients.

Office Services Technician Delta Corporation - 2011 – 2015

Key Deliverables:

- OST at Beale Library.
- Customer services, data entry, general office duties.
- Distributed all express, overnight and certified mail generated by regional and correspondent offices.
- Consolidated and distributed inter-office mail to regional agents claim offices.
- Coordinated payment receivables in the cancellation of delinquent insurance policies.
- Distributed all express, overnight and certified mail generated by regional and correspondent offices.

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- Sort incoming mail and prepare outgoing items for postage.

EDUCATION

High School Diploma

