

# Regional Administrative Assistant

## ROBERT SMITH

Phone: (123) 456 78 99  
Email: [info@qwikresume.com](mailto:info@qwikresume.com)  
Website: [www.qwikresume.com](http://www.qwikresume.com)  
LinkedIn:  
[linkedin.com/qwikresume](http://linkedin.com/qwikresume)  
Address: 1737 Marshville Road,  
Alabama.

### Objective

Regional Administrative Assistant seeking an opportunity which will enhance my experience, corporate exposure and enrich the inherent knowledge in the field of human resource for being able to serve the organization better with full energy and enthusiasm. To work with challenge managerial skill with an innovative & analytical approach. Also to motivate team members to display skill & maintain a healthy work environment.

### Skills

Customer Service, Administrative Support, Public Speaking, Social Media Marketing.

### Work Experience

#### Regional Administrative Assistant

**ABC Corporation** - December 2011 - February 2015

- Provided direct support to the Regional Managers and 17 branches to ensure all Banking Centers and the Regional office are efficient and operating at the highest standard.
- Created and analyzed management information and reports, which are sent to branch staff and also to the head office.
- On a daily basis performed a variety of clerical duties such as typing memos, organizing files, answering a high volume of calls, etc.
- When needed provided all-around support to the Manhattan, Brooklyn, and New Jersey branches.
- Coordinated meetings with high-level business clients and the senior management team.
- Organized monthly Branch Managers and Assistant Managers meetings/ weekly conference calls.
- Monthly attended board meetings, community events, banking seminars, etc.

#### Regional Administrative Assistant

**ABC Corporation** - 2009 - 2011

- Assisted nine District Managers by compiling data for the program to track and analyze inventory and expenses.
- Conducted Internet research and communicated with District and Apartment Managers to obtain information.
- Compiled weekly and monthly reports to assist District Managers in evaluating inventory and competitor pricing.
- Trained the coworker in position responsibilities.
- Promoted from assisting 9 District Managers to supporting 25 throughout the country.
- Assisted in defining job descriptions and responsibilities for the position..
- This is Dummy Description data, Replace with job description relevant to your current role.

### Education

