

Robert Smith

Regional Assistant II

PERSONAL STATEMENT

Dedicated and motivated business management graduate with proven leadership and communication skills seeking to apply and expand abilities in the field of Human Resources.

WORK EXPERIENCE

Regional Assistant II

ABC Corporation - 2007 - 2008

Responsibilities:

- Provided administrative support to Regional Director of Operations and staff including HR Manager and Lost Prevention Manager.
- Maintained Regional office for 10 District Managers with 146 retail stores.
- Handled calls; maintained files, calendars and travel; compose documentation and spreadsheets, reports and Field directories.
- Coordinated all communication, transportation, location, meals, supplies, and special events; Plan, organize and schedule meetings and conference calls; complete special projects.
- Teamed with DMs in visiting store locations for initiating new ideas for implementation in driving revenue.
- Redesigned displays and teamed in facilitating ideas including installing displays in store locations, and test programs for finance and lost prevention.
- Ensured timely communications including forwarding out financial reports and Regional changes.

Regional Assistant

Delta Corporation - 2003 - 2007

Responsibilities:

- Provide administrative support for five regional sales directors in the uniform business.
- Oversaw a wide variety of administrative functions, supported all director-level projects and information management processes.
- Compiled and analyzed data for directors presentation to executive management.
- Attended to any office needs, as directed by Human Resources Director and Regional Manager Completed payroll for 50+ employees Maintained regional .
- Support for two Regional Vice Presidents and five District Sales Managers.
- Provided administrative support functions to the Regional Vice President, Vice President of Operations and 10 District Managers Expense Reports .
- Multi-line phone system, typing, faxing, e-mail, scheduling appointments, calling clients, staffing, ordering supplies Accomplishments establishing .

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft Suites, Word,
Excel, Power Point,
Access, Payroll Systems
ADP.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

Education

Bachelor's in Criminal Justice Cyber Security - 2010(ITT Technical Institute - Indianapolis, IN)