

Robert Smith

Retail Administrative Assistant

PERSONAL STATEMENT

Retail Administrative Assistant is Ensuring adherence to IKEAs access control policies by monitoring co-worker entrance, Providing excellent service to customers and co-workers, and also Performing administrative and reception duties associated with co-worker programs.

WORK EXPERIENCE

Retail Administrative Assistant

ABC Corporation - July 2006 - January 2009

Responsibilities:

- Occasionally travelled to observe shop operations and collect data, as it relates to active field tests.
- Attended project meetings and take notes in established platforms.
- Maintained payroll records.
- Administered new hire paperwork and maintain employee files.
- Maintained a high level of confidentiality.
- Participated in budget development and program planning (i.e. warranty and customer loyalty programs).
- Maintained paper flow of work orders, invoices and other items to receive payment from customers.

Retail Administrative Assistant

Delta Corporation - 2005 - 2006

Responsibilities:

- Managed bonus eligibility for sales incentive system which included the alignment of employees to corresponding territories.
- Liaised on an outgoing basis with corporate compensation and management to collect and process quarterly bonuses.
- Conducted data upload of the bonus and incentive compensation for 500 employees.
- Researched sales data and prepared various reports by gathering, and summarizing information in Excel.
- Compiled and analyzed data to assist the team with meeting sales goals.
- Responsible for general store administration, including answering phones, mail and email, ordering supplies, maintaining all store files, managing .
- Responsible for regulatory tracking, administration and data requests for different licensing, drug screens, OSHA, unemployment, court documents, and .

Education

G.E.D

CONTACT DETAILS

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

SKILLS

Programming,
Administrative Skills,
Invoice Assistant.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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