ROBERT SMITH

Seasonal Administrative Assistant

E-mail: info@qwikresumc.com **Phone: (0123)-456-789**

SUMMARY

Committed and motivated individual with exceptional customer service skills who excels within high-level support roles. I have an excellent work ethic, professional demeanor, and great initiative.

SKILLS

Customer Service, Clerical, Administrative Assistant.

WORK EXPERIENCE

Seasonal Administrative Assistant

ABC Corporation - April 2011 – 2022

- Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information.
- Designed electronic file systems and maintain electronic and paper files.
- Wrote correspondence from dictation and handwritten notes.
- Dispersed incoming mail to correct recipients throughout the office.
- Managed the day-to-day calendar for the companys senior director.
- Made copies, sent faxes and handled all incoming and outgoing correspondence.
- Received and screened a high volume of internal and external communications, including email and mail.

Seasonal Administrative Assistant

Delta Corporation - 2008 – 2011

- Provide office management support and customer service for a training and employment development office Answer multi-line telephone system, route .
- Scheduled Appointment Assisted customer with tax returns Worked with accountants while filing tax returns.
- Organized delivery schedule Processed payments for customers Ensured customers needs were met and questions were answered Filed appropriate .
- Provided office work for a family owned roofing company.
- Worked in Excel, Access, and Word.
- Responsible for maintaining and serving the printers and copier machines.
- Performed odd jobs for the company ranging from mowing and painting to delivering materials to job sites.

SCHOLASTICS

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