

Robert Smith

Senior Clerk Typist/Administrative

CONTACT DETAILS

1737 Marshville Road,
Alabama
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PERSONAL STATEMENT

Administrative support professional offering versatile office management skills and proficiency in Microsoft Office programs. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality.

WORK EXPERIENCE

Senior Clerk Typist/Administrative

ABC Corporation - 1999 - 2000

Responsibilities:

- Typed reports and correspondence, reports, letters, and memos.
- Managed office administration, coordinated trip accommodations, maintained calendars, answered phones and greeted guests, and attended to executives needs.
- Handled sensitive information with utmost confidentiality, working in a high-stress, busy office environment.
- Communicated effectively with multiple departments to plan meetings.
- Established strong relationships to gain support and effectively achieve results.
- Entrusted to manage office in the supervisors absence.
- Provided timely, courteous and knowledgeable response to information requests; screened and transferred calls.

Senior Clerk Typist

Delta Corporation - 1998 - 1999

Responsibilities:

- Processed invoices in the AS400 computer system, bi-weekly payroll for over a hundred employees, processed yearly budget, answered phones and took .
- answer switchboard -open and sort mail -distribute mail to appropriate workers/supervisors -assist clients with their needs -make SPRU schedule for .
- Supervised approximately 17 employees in the Records Unit Assisted police and outside laws enforcement agencies in person and over the telephone .
- Input Initial Screening Questionnaire for Addiction Treatment Counselors utilizing computer client program PCN Proofread and revised all typed .
- My responsibilities are to answer the phone,take messages when needed, file any files that the social workers have completed,write checks on a .
- The impact that i had on this job was that i am the one that basically keeps the office together and running when all the workers and supervisor were .
- Skills Used I demonstrated all computer skills and all up to date technology that is needed to run an office.

SKILLS

Office Management,
Database
,Spreadsheets/Reports,
Event Management
Calendaring And
Scheduling, Front-Desk
Reception, Executive
Support, Travel
Coordination, MS Word,
Pwerpoint,
Outlook,Excel,
Access,Publisher,
FileMaker Pro And
Quickbooks 2015.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

Excel Basic Certificate in Excel Speedsheet - 2013(City College of San Francisco - San Francisco, CA)