Senior Staff Assistant

ROBERT SMITH

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

Objective

Responsible for planning and execution of various on and off site meetings, department events, recognition events and special companywide activities, and alsoSupervising temporary administrative support and coordination of volunteers Processed payroll for 25 employees.

Skills

60 Wpm, 10 Keypad, MS Office Suite, EDI System 14,000 Kph.

Work Experience

Senior Staff Assistant

ABC Corporation - 2005 – 2008

- Executive-level support for the Clinical Operations Leader for Pharmacy, the Area Pharmacy Director and Drug Education Coordinator.
- Performed daily administrative duties including corresponding with various pharmacies, filing, tracking of drug interactions, meeting support, preparation of mass mailings, maintained policies on internal website and in each pharmacy, assisted with the hiring process, tracked compliance requirements, ordered all supplies for various pharmacies, solved all problems that arose including technology issues and patient complaints, performed audits, reconciled monthly expenses and credit card charges, prepared manual journal entries, created various forms, spreadsheets, presentations and reports.
- Backup Payroll for 150+ employees.
- Prepared all correspondence for Drug Conversions and followed up with Physicians.
- Interim Administrative Services Supervisor and Command Center Lead for various audits and surveys.
- Organized Residency Program.
- Created Showcase and assisted in hiring process.

Senior Staff Assistant

Delta Corporation - 2008 – 2013

- Assisted the Head of Research Databases and the twelve-member staff of the BHA.
- Review and audit police reports for accuracy and/or any discrepancies.
- Performs general office duties including filing, copying, faxing, and mail handling.
- Assisted with entering restraining order information on system - data entry.
- o Prepared letters and correspondence for new students o Created mailing lists, name tags, name plates, data entry o Created work orders, purchase .
- budget o Assisted with the planning, organizing of the Welcome & Orientation Programs o Assisted with the Information Sessions for prospective BAS .
- Administrative department operations, travel coordinator for director of operations, assisted with development of university programs, proctored .

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**

Education

Bachelors of Science in Business Accounting - (University of Phoenix - San Jose, CA)

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**