

ROBERT SMITH

Sr Administrative Assistant/Analyst

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Adding value to a people-oriented company, where organizational, analytical and administrative skills can be implemented to provide upmost quality service in the consulting, executive.

EXPERIENCE

Sr Administrative Assistant/Analyst

ABC Corporation - JULY 2013 - AUGUST 2015

- Daily office operations with responsibilities including, but not limited to, coordinating the shift scheduling of office personnel and implemented training.
- Support senior-level managers and supervise other support staff.
- Responsible for fielding telephone calls, directing visitors to appropriate departments, filing, and faxing necessary documents.
- Prepping agendas and making arrangements for staff meetings.
- Routinely supervised our electronic payment system, making necessary corrections and manually sending any needed bills not transmitted.
- Maintained calendars, scheduled travel arrangements, processed expense reports, scheduled and organized all meetings.
- Created and maintained organizational charts for departments with employees Managed and maintained all employee-related files.

Sr Administrative Assistant

ABC Corporation - 2009 - 2013

- Administrative support to the Vice President of Government Affairs, Vice President of Communications and their team directors.
- Work with political representatives across the U.S.
- to arrange meetings and process political contributions.
- Large scale communications meeting and conference calls.
- Budget tracking and dues processing.
- Federal filing for lobbying activity, Political Contribution and Employee Political Action Committee.
- Travel arrangements and expense reimbursement processing..

EDUCATION

- Bachelors of Science - 2006(Kentucky State University)

SKILLS

Ms Office Suite, Payroll, Human Resources Asst.