

Robert Smith

Sr Administrative Assistant/Director

PERSONAL STATEMENT

Updating records, taking calls, managing schedules, maintaining office supplies, and handling correspondence.

WORK EXPERIENCE

Sr Administrative Assistant/Director

ABC Corporation - July 2005 - April 2010

Responsibilities:

- Administrative support to the AVP, Corporate HR Sr Directors and their teams.
- Coordination of Outside Services meetings. Held the position as Sr Administrative Assistant with this company.
- General administrative duties, presentations, meeting coordination, travel, expenses, supplies.
- Maintaining an escrow account, paying company bills, data entry, scheduling appointments, greeting clients, answering a multi-line phone system.
- Processing personal and company tax returns, running errands, maintaining supplies plus many more office duties.
- Generated EAP Utilization reports Travel, expense reports, budget maintenance for department Did all PowerPoint presentations.
- Maintained a specialized database with client company data and major account data.

Sr Administrative Assistant

ABC Corporation - March 2001 - July 2005

Responsibilities:

- Support of the Deputy General Counsel and several Associate General Counsels.
- Processing of subpoenas, formatting and transcribing of legal documents.
- Create Visio and PowerPoint documents/presentations.
- Department Liaison for on-boarding new employees/contractors, IT, LAN, computers, equipment and software.
- Created, submitted, and followed up on all expense reports related to the legal department.
- Provided support to the department by screening calls, managing schedules, sorting mail, typing e-mail correspondence, and other typical administrative duties.
- Initial start up for Legal web-site.

Education

CONTACT DETAILS

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

SKILLS

MS-Office, Management.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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