

Sr Administrative Assistant/Technician

ROBERT SMITH

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Alabama.

Objective

Responsible for Providing professional administrative support to area and region vice presidents, region managers and their direct reports. As a trusted business partner, to be trusted to manage and handle their personal and confidential information on a daily basis.

Skills

Executive Assistant, Transcription, Travel Coordinator.

Work Experience

Sr Administrative Assistant/Technician

ABC Corporation - July 2013 - September 2015

- Answered customer inquiries and complaints.
- Responded to customer concerns via email, phone, or in-person.
- Managed appointment schedules for the Sales Team.
- Coordinated travel arrangements for the Sales Team.
- Scheduled meetings for the Sales Team.
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- \${job_description7}

Sr Administrative Assistant

ABC Corporation - 2011 - 2013

- Responsible for all aspects of purchasing and managing inventory for in house printing/graphics/media department.
- Generated billing files, provided price quotes for national accounts.
- Maintained variable data, corporate business card website.
- Back up Dept Manager as needed.
- Reference John Bartelt, Reprographics Manager 847-286-5446.
- This is Dummy Description data, Replace with job description relevant to your current role.
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Education

- (Salem College)