

## Staff Assistant

# ROBERT SMITH

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## Objective

A skilled communicator who has the ability to set people at ease; a quick learner who is goal oriented and completes tasks in a timely manner and has extensive experience working with a variety of computer programs; and a dedicated employee with an outstanding work ethic.

## Skills

Microsoft Office.

## Work Experience

### Staff Assistant

**ABC Corporation** - July 2010 - August 2013

- Prepared invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software.
- Answered phone calls and direct calls to appropriate parties or take messages.
- Conducted research, compile data, and prepare papers for consideration and presentation by executives, committees and boards of directors.
- Attended meetings to record minutes and distribute to all parties.
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.
- Performed general office duties, such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work.
- Filed and retrieved corporate documents, records, and reports.

### STAFF ASSISTANT

**ABC Corporation** - 2007 - 2010

- Performed a wide variety of administrative support duties, customer service tasks, directing and resolving routine telephone or walk-in inquiries.
- Scheduled events and meetings and distributed to the proper authorities.
- Generated a variety of standard documents and correspondence, processing forms according to policy.
- Completed data entry in a computer system to draft, edit, revise and print letters, tables, and reports.
- Greeted and directed visitors and clients to the appropriate contact person.
- Maintained logs of inquires as required.
- Established and maintained personal and confidential files..

## Education

Communication - 2013(Trinity Washington University - Washington, DC)