

ROBERT SMITH

Staff Associate II

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SUMMARY

Highly motivated and goal oriented individual seeking new challenges by drawing upon experience and skills that will benefit an organization's overall customer satisfaction.

SKILLS

Microsoft Office Suite (5 years), Public Speaking (5 years).

WORK EXPERIENCE

Staff Associate II

ABC Corporation - November 1998 – August 2011

- Processed payroll for over 300 Representatives on a daily basis Processed and released weekly schedules for Representatives.
- Processed vacation/time off request.
- Maintained attendance records and documentation.
- Maintained records for FMLA, Workers Comp, State Disability and LOAs.
- Responsible for checks distribution.
- Assisted managers to assure Representatives were properly trained, and to assure phone equipment was functioning properly.
- Made copies of training material, and grievances for article meetings with the union.

Staff Associate

Delta Corporation - 1997 – 1998

- Responsible for day-to-day office operations, including interviewing and supervising support staff.
- Initiated and implemented process for hiring and training new personnel.
- Provide administrative support to Division Vice President.
- Executive and Legal Assistant/Computer Troubleshooter Planned and coordinated exhibits, meetings, seminars and annual conferences including budget .
- Perform internal audits Initial point of contact Assist on funerals, burials and reception events Maintaining and filing of required paperwork.
- full time) Fundraising; mentoring to kids; team building experience; cultivating donor relationships; developed rapport with adults in the community, .
- Colorado Springs Designed and implemented external customer software solutions using dot net technologies Utilized web services (intrinsic or .

SCHOLASTICS

- Associate In English - 2006(The City University Of New York - Staten Island, NY)