

Robert Smith

Assistant/Staff Associate

PERSONAL STATEMENT

Organized; hard working office administrative team player with 10+ years' experience in local and international organizations providing versatile office management skills A resourceful planner and problem solver who exceeds expectations without compromising quality Able to prioritize multiple tasks and time management skills.

WORK EXPERIENCE

Assistant/Staff Associate

ABC Corporation - September 2000 - January 2006

Responsibilities:

- Performed general administrative and secretarial duties for the department, including writing memos and agendas, scheduling meetings, making travel arrangements, and processing reimbursement and travel BERF requests.
- Served on a team that created short- and long-term objectives in accordance with department systems goals.
- Maintained databases and accurately performed the distributions of retrieval and culprit reports on a daily basis, ensuring all reporting request deadlines were met with university-wide customers.
- Processed daily downloads requests to all department university customers.
- Maintained inventory of PC equipment and tracking expenditures involving purchase orders and reconciling monthly R-90 department budget report activities.
- Maintained job logs and procedures manual according to prescribed standard guidelines.
- Assisted in development and production of end-user documentation.

Staff Associate

Delta Corporation - 1996 - 2000

Responsibilities:

- National Science Foundation (NSF) and U.S.
- Department of Education Office of Bilingual Education and Minority Language Affairs (OBEMLA) Coral Gables, Florida Staff Associate Coordinated training and assembled manuals, manuscripts, scripts, forms, and all training related materials.
- Prepared graphic illustrations for presentation and field-testing.
- Prepared budget for department grants and processed expense forms.
- Implemented and maintained new tracking system of budget expenses per School of Education criteria.
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CONTACT DETAILS

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

SKILLS

See Additional
Information For General
Office Management And
Computer .

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

Bachelor of Arts in General Studies in Foreign Languages and Literatures in German and Business Management - (UNIVERSITY OF MIAMI - Coral Gables, FL)