

ROBERT SMITH

Staff Associate/Consultant

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Gain meaningful employment in a challenging, customer service related industry.

JUNE 1999 - MAY 2002

STAFF ASSOCIATE/CONSULTANT - ABC CORPORATION

- Worked in a call center supporting management in processing employee time off, payroll, scheduling training, and performing various general clerical .
- Performed phone screenings, scheduled testings, interviews, travel itineraries and hotel accommodations.
- Prepared offer letters; collected, validated, and processed employment-related information for new hires in Taleo; to include record setup, I-9.
- Ordered office supplies; performed administrative duties for management team, process paperwork according to company guidelines & timeline.
- Reconciled grants and department accounts against monthly university Reports-90s.
- Worked closely with School of Education Business Office and Office of Research and Sponsored Programs to assist in implementing grant guidelines and monitoring all department accounts.
- Established, maintained and updated new filing system on a daily basis.

1994 - 1999

STAFF ASSOCIATE - DELTA CORPORATION

- Provide excellent customer services to all members and guests.
- Responsible on keeping the facility clean in all areas.
- Organizing, preparing and promoting live music events.
- This included keeping track of and selling merchandise at events, and acting as a liaison between the label, artists and venues to ensure successful .
- This is Dummy Description data, Replace with job description relevant to your current role.
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EDUCATION

B.A. in Communication - (University of Science & Arts of Oklahoma - Chickasha, OK)



SKILLS

Graphic Design, Inve, Inventory Management, Auditing,.