

Robert Smith

Staff Associate/Specialist

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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PERSONAL STATEMENT

Reliable, focused Associate who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Hands on experience in diverse office environment supporting all level management.

SKILLS

Administrative Support,
Strong Communication ,
Dependable, Prioritizing,
Multi-Tasker, Problem
Solving, Organizational ,
Time Management,
Resourceful,
Interpersonal .

WORK EXPERIENCE

Staff Associate/Specialist

ABC Corporation - December 1999 - June 2015

Responsibilities:

- Provided support for Chief of Staff and organization in managing daily operations work flow.
- Managed the receptionist area, including greeting visitors.
- Received and screened a high volume of internal and external communications including email and mail dispersing to correct recipients throughout the office.
- Served as the single point of contact for project scheduling and changes.
- Maintained and reserved the executive conference room and calendar.
- Drafted meeting agendas, supplied advance materials and executed follow-up for meetings and team conferences.
- Created and maintained spreadsheets using advanced Excel functions and calculations to develop reports and lists for business development.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Staff Associate

Delta Corporation - 1997 - 1999

Responsibilities:

- Unloaded trucks with mail and shipments Promoted to Loader Promoted to package handler (sorter) Employee of the month award - April 2002.
- Recruit and train volunteers for the Atlanta Public Schools programs Prepare and execute weekly after school programs for 50-75 middle and high .
- Adjusted Accounts for AT&T customers Daily contact with AT&T reps Adjusted accounts for customers.
- Processed monies and checks for debit to accounts payable Retrieved client payments to be processed through machines; OPEX 30, OPEX 150, OPEX 50 .
- Communicated efficiently with patients, physicians, nurses, and technicians.
- Processed new admissions for chemotherapy treatment to the floor.
- Scheduled radiation therapy, radiology testing, PFT scans, labs, and requested completion of STAT orders.

REFERENCES

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

Education

Bachelor of Arts in Sociology - (Columbia College - Columbia, MO)