Robert Smith

Asst. Student Office Assistant

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SUMMARY

To obtain a challenging position where advancement opportunities exist for a dedicated, hard working employee Where the need to maintain detail under control, great communication and team player skills are essential.

SKILLS

Microsoft word, Records management, Faxing.

WORK EXPERIENCE

Asst. Student Office Assistant

ABC Corporation - June 1998 – June 2001

- Filling documents as per the requirement of the office managers or updating files and registers related to the attendance and work of the staff.
- Data entry and loading other necessary information into the software programs.
- Copies of the documents, as assigned by the office managers and also according to the needs of the office.
- Sending faxes in matters related to the office jobs and related works.
- Works of daily errands, that include handling communications with a post office, bank, etc and providing stationery, staples, etc.
- Received and distributed faxes and mail in a timely manner.
- Managed daily office operations and maintenance of equipment.

Student Office Assistant

ABC Corporation - 1997 – 1998

- Interacted with a diverse group of people in a professional and helpful manner.
- Efficiently answered questions from both students and parents about housing and University related issues.
- Performed administrative tasks and tracked key logistical information in order to improve services to our students and parents.
- Undertook time-sensitive and confidential projects during high-capacity stressful environments.
- Responsible to meet deadlines for all student sponsored activities, by provide approval to each student committee.
- Worked closely with the associated students of the university in order to main clear understand of housing and greek activity process..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Bachelor of Art in Business Completion - (Ashford University - Clinton, IA)

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