

ROBERT SMITH

Technical Administrative Assistant

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Technical Administrative Assistant with 6 years of experience in providing reports to Group Directors associated with Sustainability, and also Providing reports and draft communications related to Energy Environment.

CORE COMPETENCIES

Bilingual. Excellent Computer. Strong Organizational, Planning, & Time Management.

PROFESSIONAL EXPERIENCE

Technical Administrative Assistant

ABC Corporation - August 2004 – February 2006

Key Deliverables:

- Prepared, maintained, and distributed periodic reports, complex presentations, general correspondence, and other documents and publications.
- Responsible for calendar management for Director of Programs and other engineering personnel and staff.
- Coordinated employee travel, & necessary arrangements for both in-house and off-site meetings.
- Processed departmental accounts payables and prepared employee expense reports.
- Provided reception/switchboard (VoIP) backup.
- Prepared action items and minutes and uploaded them to appropriate Wiki pages/sites.
- Resolved administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.

Technical Administrative Assistant

Delta Corporation - 1999 – 2004

Key Deliverables:

- Reported to Director of UNIFACE Technical Support Worked with facilities manager to organize and set-up new department and office layout Organized .
- Assisted customers with updates and changes to their accounts Performed firewall updates to Linux servers to insure proper security through the use .
- Supervise/delegate duties of the receptionist; Responsible for all employee personnel records, polices and benefits; Processing medical and dental .
- Other duties include; graphing groundwater monitoring data, word processing for district manager, management of discontinuation projects including .
- Transportation duties including processing payroll, mileage reports and permitting of trucks.

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- Accounts payable/receivable when necessary.
- Responsible for team building events Prepared administrative letters to local authorities and preparation of business meetings Operated telephone .

EDUCATION

GED

