Robert Smith

Executive Temporary Administrative Assis

CONTACT DETAILS

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PERSONAL STATEMENT

Seeking to obtain a position where one can use the current professional and educational experience within a progressive company one can grow with.

WORK EXPERIENCE

Executive Temporary Administrative Assistant

ABC Corporation - May 2010 – May 2010

Responsibilities:

- Received and route documents, forms, and memos from Administrative Officer.
- Prepare and maintain the IT check request log.
- Performed administrative and office support activities for multiple supervisors/directors.
- Screened visitors and callers determine their needs, establish priority, and route to appropriate staff or supervisor for attention.
- Maintain a tracking system to ensure follow-up.
- Handled special administrative projects, as well as overflow work from department and executive assistants.
- Assisted Administrative officer with all HR related documents, applications as needed.

Temporary Administrative Assistant

ABC Corporation - 2009 – 2010

Responsibilities:

- Received and route documents, forms, and memos from Administrative Officer.
- Maintained Finance central filing system.
- Prepare and maintain the IT check request log.
- Performed administrative and office support activities for multiple supervisors/directors.
- Screened visitors, and callers; determines their needs, establish priority, and route to appropriate staff or supervisor for attention; may maintain a tracking system to ensure follow-up.
- Handled special administrative projects, as well as overflow work from department and executive assistants.
- Assisted Administrative officer with all HR related documents, applications as needed.

Education

General Studies Pre K - 2004(Saint Paul's College - Lawrenceville, VA)

SKILLS

Bilingual, Microsoft Office System, Lawson, Lotus Notes, MRI, Yield Star, Core Logic, Lexis Nexis and type 45 wpm.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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