

ROBERT SMITH

Administration Assistant

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

Strong financial, quantitative, analytical and problem-solving skills. Possess 15 years of data entry, clerical, professional and administrative assistant experience. Excellent team player, yet confident to perform effectively unsupervised. Competitive and ambitious.

EXPERIENCE

Administration Assistant

ABC Corporation - 2011 - PRESENT

- Administered secretarial support services to administrator and other managers as designated.
- Handled incoming phone calls and greeted visitors, residents, and employees with courtesy.
- Served as accounts payable/receivable custodian, assured timely payments to vendors and followed up on articles not received.
- Submitted check request in a timely manner, while implementing proper company policies and other procedures of job duties.
- Monitored business trends and directs adjustments to revenue maximization strategies.
- Distributed information to all departments regarding needs and requirements of groups, meetings and events taking place in our hotel.
- Supervised and trained other clerical staff and scheduled employee training.

Administration Assistant

ABC Corporation - AUGUST 2008 - DECEMBER 2010

- This position was for a non- profit organization for a local food bank
- Responsible for liaising with the local businesses and the community
- To help find additional sources of contributions and funding
- To document and file all new recipients of the program
- To provide all new recipients with local information of where they can get further help and assistance if required in a dignified manner
- Coordinated the Annual Thanksgiving Dinners and assisted with the Christmas program.
- Insurance-process insurance online for pre-authorization and claims, hipa knowledge.

EDUCATION

- Master of Education in Leadership of Educational Organizations -

(American InterContinental University - Hoffman Estates, IL) Bachelor of
Business Administration in Human Resources Management - (American
InterContinental University - Hoffman Estates, IL)

SKILLS

Quickbooks (6 years), microsoft office (10+ years), Photoshop (10+ years),
Dreamweaver (1 year)