

ROBERT SMITH

Safety Administration Assistant

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

SUMMARY

A self-motivated individual, who is offering 5+ years of administrative experience reporting to a CEO and other top executives. Administrative support professional offering versatile office management skills and proficiency in Microsoft Office programs. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to meet tight deadlines without compromising quality.

CORE COMPETENCIES

Microsoft Office, Microsoft Office (10+ Years), Customer Service, Customer Service (10+ Years), Supervisory Skills, Supervisory Skills (10+ Years), Database Management, Database Management (10+ Years), Account Management, Account Management (10+ Years), Confidential Record Keeping (10+ Years), Confidential Record Keeping, Problem Solving (10+ Years), Problem Solving

PROFESSIONAL EXPERIENCE

Safety Administration Assistant

ABC Corporation - 1981 - 1988

Key Deliverables:

- Responsible for considerable variety of complex secretarial and clerical operations.
- Typed correspondence, reports and other material on general and technical subjects.
- Provided information to the public by phone and counter reception.
- Responsible for registration of recreational athletic teams for four sports year round.
- Used database and computer to format information, maintain records.
- Attended administrative staff meeting and recorded minutes.
- Ordered, tracked and distributed office supplies for the department.

Administration Assistant

ABC Corporation - July 1985 - September 1996

Key Deliverables:

- Performed administrative support by using word processing and graphics software, electronic calendar to schedule meetings, and coordinated travel arrangements and departmental functions
- Generated reports, presentations, and documents from handwritten and printed copy
- Coordinated telephone and voicemail installations and disconnections for the department of 200 employees
- Processed departments overtime and part-time hours
- Supervised high school student assistant

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- Managed daily office operations and maintenance of equipment.
- Create a purchase order number once we had our customers product in the house for stress.

EDUCATION

Bachelor of Science in Liberal Arts - (Excelsior College - New York, NY)

