

ROBERT SMITH

Information Management II

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Obtain a position enabling me to utilize experience in administration, communication, security and computer based skills.

JULY 1993 - JULY 1993

INFORMATION MANAGEMENT II - ABC CORPORATION

- Managed usage and monitored network flow capabilities between users and the domain.
- Tracked Security Awareness Training Education (SATE) for all assigned personnel.
- Organised and directed correspondence for maximum efficiency lead activity when VP is travelling.
- Prepared Domestic/International travel and reconciles expenses vouchers for VP.
- Provided VP with detailed agenda and logistics.
- Established and maintained filing system (manual & electronics).
- Acted on behalf of VP in administrative capacity in his absences as appropriate.

1989 - 1993

INFORMATION MANAGEMENT - DELTA CORPORATION

- Perform Administrative functions such as filing, typing (60wpm), and answering phones - Maintain and input time and attendance for both state and .
- documents Filing documents Operating Word Processing software.
- Glenmont, NY Baton, Handcuff, pepper spray and use of force training Legal search and seizure procedures Fingerprinting procedures and identification .
- Information Management Used strong customer service skills to negotiate with individuals to reach an agreement on their assistance options, .
- Implement and administer company-wide document management systems and related procedures that allow organizations to capture, store, retrieve, share, .
- Prepare support documentation and training materials for end users of document management systems.
- Consult with end users regarding problems in accessing electronic content.

EDUCATION

associates In Medical Assisting - 2012(Herzing University Online)

SKILLS

Excel, Word, Access, Mac, Adobe Photoshop.