

ROBERT SMITH

Administration Assistant Manager

info@qwikresume.com | <https://Qwikresume.com>

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.

OCTOBER 2016 - PRESENT

ADMINISTRATION ASSISTANT MANAGER - HUMAN RESOURCE DEPT. (TEMP)

- Provide Support Services to the Human Resource Department.
- Providing support to the recruitment team by completing designated activities within agreed timeframes.
- Ensuring job requisitions are compliant with client and government standards.
- Posting job requisitions as per agreed sourcing methodology across internal and external systems.
- Developing and coordinating timely interview schedules for candidates and managing any schedule changes accordingly.
- Creating offer letters using the clients HR systems and obtaining the necessary approvals.
- Ensuring all information is accurate and all supporting documentation is provided.

1998 - 2000

ADMINISTRATION ASSISTANT - ABC CORPORATION

- Responsible for all areas of office organizations and administrative functions
- Utilize accounting skills to assist with various billings and accounts receivable area
- Assisted in asset collection, bankruptcy, litigation, and people location
- Utilized my accounting skills in handling the billing
- Written and verbal communication skills with clients and firm members
- Also responsible for performing various clerical duties including spreadsheets, research, assist in projects, data entry, typing, filing, faxing, and photocopying.
- Create a purchase order number once we had our customers product in the house for stress.

EDUCATION

Bachelor of Science in Business Administration - (Colorado Tech. University) Master in Business Administration - (University of Maryland, University College)

SKILLS

Microsoft Office (3 years), Microsoft Word (3 years), Microsoft Excel (3 years), Customer Service (Less than 1 year), Cashier (Less than 1 year), Clerical (2 years)