

ROBERT SMITH

Administration Assistant III

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

SUMMARY

Highly resourceful, flexible, innovative, and enthusiastic individual with knowledge regarding administrative and office procedures. A quick learner who can absorb new ideas and is experienced in coordinating, data analytics, planning and organizing a wide range of administrative activities. Well organized and an excellent team player with a proven ability to work proactively in a complex and busy office environment.

CORE COMPETENCIES

Microsoft Excel (6 Years), Microsoft Word (6 Years), Microsoft Powerpoint (6 Years), Vendor Management (2 Years), Bilingual (10+ Years), Administration (2 Years), Research (4 Years)

PROFESSIONAL EXPERIENCE

Administration Assistant III

ABC Corporation - October 2014 – July 2015

Key Deliverables:

- Organize and provide documents, reports, and information to department and external clients in a useful and well-organized manner.
- Create and maintain active files and initiate purchase requisitions.
- Order office supplies and equipment and maintain files and folders.
- Handle and screen telephone calls, routine mail and reallocate as required.
- Processed revenue invoices and billings, maintain proper dot state tags.
- Received all invoices, packing slips, job orders and other records related to purchased equipment, materials, and services on a daily basis.
- Verified that information in the computer system was up-to-date and accurate.

Administration Assistant

ABC Corporation - October 1995 – Present

Key Deliverables:

- Assist management with daily task Process billing weekly, bi-weekly, monthly, quarterly
- Responsible for processing credit cards orders for Visa, MasterCard, Discover, and American Express
- Assist clients with billing questions in a timely manner
- Manage daily tasks in a professional manner
- Mail in orders entry Scanning checks for bank processing Mail or email bills to a customer in PDF, CSV, EDI and Comma Delimited formats
- Supervised and trained other clerical staff and scheduled employee training.
- Matched office account by refilling supplies and organizing ordered supplies.

EDUCATION

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- B.S. in Financial Management - August 2010(San Jose State University - San Jose, CA)
A.S. in Business Administration - September 2007(Evergreen Valley Community College - San Jose, CA)