

Administration Assistant

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
linkedin.com/qwikresume
Address: 1737 Marshville Road,
Alabama.

Objective

Seeking a position where there is a need for a variety of office management tasks, including computer knowledge, organizational abilities, business intelligence and database program use.

Skills

Microsoft, Powerpoint, Excel, Word, Communication Skills, Employee Training, Time Management Skills

Work Experience

Administration Assistant

ABC Corporation - September 2008 - March 2010

- Served as Administrative Assistant responsible for providing administrative support for the company.
- Developed internal control and administrative procedures to meet office needs.
- Established, maintained control, and followed up to ensure timely accomplishments, distribution, submission and review of correspondence, reports and other documents.
- Arranged coordination of travel and vouchers.
- Knowledge and experience of software applications-spreadsheets, word processing, and database management.
- Sort, and distribute incoming correspondence, including faxes and emails within team.
- Maintained schedules and calendars.

Administration Assistant

ABC Corporation - 2006 - 2007

- Used Adobe software and scanners to upload physical documents for formatting, collation and tagging for digital archive
- Responsible for maintaining document confidentiality for clients including Providence and Alaska Fish and Game
- Forwarded information by receiving and distributing communications; collecting and mailing correspondence; copying information
- Maintained supplies by checking stock to determine inventory levels; anticipating requirements; placing and expediting orders; verifying receipt; stocking items; delivering supplies to workstations
- Enhanced organization by accepting ownership for accomplishing new and different requests
- Used Visual Basic to assist owner in ongoing website design.
- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

Education

Associates in Information System Networking - 2008(J. Sergeant Reynolds Community College - Richmond, VA)Bachelor's in Business Administration - (Strayer University - Chesterfield, VA)