

ROBERT SMITH

Business Administration Assistant

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

Accomplished Accounts Payable Clerk with a high degree of professionalism and strong problem resolution capabilities. Maintains 100% accuracy in processing invoices. Committed and motivated Administrative Assistant with exceptional customer service and decision making skills. Strong work ethic, professional demeanor and great initiative. Quality-focused accounting professional with over 4 years processing invoices, managing vendors and auditing expense reports.

EXPERIENCE

Business Administration Assistant

ABC Corporation - 1997 - 1999

- Organized conferences and exhibits utilizing organizational and interpersonal skills.
- Prepared proposals for state and federal agencies.
- Developed presentations and coordinated human resources activities for the Center.
- Acted as sole representative of the Director in his absence to ensure the Center runs smoothly on a daily basis.
- Assisted the President and his staff in the absence of their Assistant.
- Organized travel plans and maintained departmental expense reports.
- Directly involved with the office secretarial duties that include answering telephones, word processing, transcribing dictation and welcoming visitors.

Administration Assistant

ABC Corporation - AUGUST 2009 - MAY 2010

- Davis Hwy) Retrieving Daily Charts
- Cleaning/resetting Rooms
- Creating New Patient Charts
- Filing Insurance forms
- Interacting with high volume patient with acceptable amounts of energy.
- Processed revenue invoices and billings, maintain proper dot state tags.
- Yearly tax preparations, daily expenses, driver logs, down time and hourly pay.

EDUCATION

- Certificate in Administrative Assistant Program - (Utica College - Center,

MS)

SKILLS

word, excel (10+ years), Billing (10+ years), Administrative Assistant