

ROBERT SMITH

Executive Administration Assistant

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

SUMMARY

Actively seeking a customer service position where I can optimize my problem-solving and organizational skills to contribute to increased customer satisfaction. Strong multitasking skills and fast learning ability ensure quick contribution to your customer service team. Able to effectively communicate with customers using a multitude of channels to provide world class service with every interaction.

CORE COMPETENCIES

Computer skills

PROFESSIONAL EXPERIENCE

Executive Administration Assistant

ABC Corporation - June 2014 – April 2015

Key Deliverables:

- Answer telephones, direct calls, and take messages.
- Compile, copy, sort, and file records of office activities, business transactions, and other activities.
- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.
- Compute, record, and proofread data and other information, such as records or reports.
- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
- Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail.
- Review files, records, and other documents to obtain information to respond to requests.

Administration Assistant

ABC Corporation - February 2013 – December 2013

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EDUCATION

- Associate of Science - (Delgado Community College - New Orleans, LA)