

Robert Smith

Sr. Membership Coordinator

PERSONAL STATEMENT

To obtain a position as an Executive Secretary, Executive Assistant, Administrative Assistant, or any other position my skills and qualifications. Able to establish and maintain cooperative working relationships with peers, supervisors and managers.

WORK EXPERIENCE

Sr. Membership Coordinator

ABC Corporation - March 2014 - December 2014

Responsibilities:

- Informed new employees of County and departmental policies and procedures regarding personnel and payroll reporting requirements.
- Created and maintained employee personnel files, departmental position control files, and other personnel records.
- Prepared employee unemployment insurance appeals based on current federal and state codes.
- Constantly updated office guidelines, rules, and regulations to coincide with federal, state codes and other County regulations, policies, or procedures.
- Prepared personnel transaction forms for a variety of classifications such as sales associate, automotive repair technician, smog technician, and office manager, and other personnel activities in accordance with applicable salary guidelines.
- Arranged hiring interviews and assessment tests.
- Composed general correspondence and other materials; developed new departmental personnel forms and procedures to improve efficiency and/or comply with new personnel policies and regulations.

Membership Coordinator

ABC Corporation - 2010 - 2014

Responsibilities:

- Duties Provide excellent customer service.
- Data entry, maintain files and correspondence.
- Answer approximately 50 calls throughout the day.
- Submit invoices to vendors.
- Verify recreational payments and memberships.
- Help parents apply for and complete scholarship forms.
- Provided support to under privileged families..

Education

AA in Paralegal Studies - (Phillips College - Riverside, CA)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

MS Office, WordPress,
Adobe CS6, Flash, Final
Cut, iMovie, Garage
Band, Constant Contact,
PunchBowl, SAS.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)