

# Robert Smith

## Lease Administration Assistant

### PERSONAL STATEMENT

Executive Assistant with 5+ years of professional experience with the ability to provide accuracy, manage multiple priorities, and achieve results. possess refined planning and organizational skills that balance work, team support and responsibilities in a timely and professional manner. I am looking for a creative organization in an environment that encourages innovative thinking, recognition and career development that will help me utilize my experience and knowledge.

### WORK EXPERIENCE

#### **Lease Administration Assistant**

**ABC Corporation - June 2009 - February 2012**

##### *Responsibilities:*

- Distributed information to all Departments regarding needs and requirements of groups, meetings and events taking place in our hotel.
- Assisted with the development of sales presentations and proposals.
- Completed daily Sales Department Productivity Report.
- Monitored business trends and directs adjustments to Revenue Maximization Strategies.
- Maintained organization of office for filing of documents, correspondence and business records.
- Any other duties directed by the General Manager, and/or Corporate Management.
- Developed promotional ideas and communicated to team effort by accomplishing related results as needed Maintained highest level of professionalism in activities and appearance at all times.

#### **Administration Assistant**

**ABC Corporation - April 2009 - August 2011**

##### *Responsibilities:*

- Drafted meeting agendas, supplied advance materials and executed follow-up for meetings and team conferences
- Dispersed incoming mail to correct recipients throughout the office
- Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information
- Supplied key cards and building access to employees and visitors
- Received and distributed faxes and mail in a timely manner
- Received and screened a high volume of internal and external communications, including email and mail.
- Create an invoice request once our customers stress was completed and send to our customer for payment.

### Education

Bachelor in Business of Administration - (University of Maryland, University College - College Park, MD)

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Quickbooks, Microsoft  
Office (10+ years)

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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