

GENERAL HR ASSISTANT/OFFICE ASSISTANT

Summary

Effective communicator and team leader with excellent time management skills. Familiar with daily office operations and experienced in diffusing staffing issues to ensure all activities are completed in an expeditious manner. An independent worker. Effective organization, planning, oral and written communication skills, able to multi task and meet deadlines efficiently and accurately. Microsoft Office programs and other computerized business systems.

Highlights

- New hire orientation
- Exceptional interpersonal skills
- Personnel records maintenance
- Inventory control
- Staff training
- Supervision and training

Accomplishments

- Promoted to Call Center Manager in