

# Robert Smith

## Office Admin

### PERSONAL STATEMENT

2 years of experience as an Office Admin. A self-motivated and dedicated learner with an established and recognized skill set in oral and written communication. Strong interpersonal skills and administrative skills.

### WORK EXPERIENCE

#### Office Admin

Leasing - July 2013 - September 2014

##### Responsibilities:

- Responsible for proofreading, editing, and completing contracts utilizing Bluemoon software for each applicant.
- Responsible for daily updating, proofreading, and editing of advertisements using Microsoft word and craigslist.
- Responsible for weekly downloading, updating, and uploading of marketing data utilizing excel spreadsheets.
- Scheduled and followed up daily with prospective clients including phone and email reminders for apartment showings.
- Targeted qualified prospects and utilized background checking software.
- Assisted Haitian applicants incomprehension of leasing process- from initial inquiry through contract signing.
- Proficiently use an ERP system to create and post journal entries, process invoices and run accounts receivable aging reports.

#### Part-Time Sales Associate

Hallandale Beach, Fl - June 2012 - July 2013

##### Responsibilities:

- Increase sales by an average of 10-20% compared to previous year sales.
- Depended on by leadership to mentor co-workers, assist customers, and answer telephones in a fast-paced environment.
- Recognized for award-winning customer service and interpersonal skills.
- Operated cashier stand to help customers efficiently and processed coupons and reward cards to benefit customers when appropriate
- Maintained a clean department by straightening hangers and placing appropriate items in specific departments for a neat and welcoming customer environment.
- Achieved great success with meeting sales goals for sales of reward cards.
- Demonstrated customer service skills by greeting each customer that entered the department and directed customers to departments that met their needs.

### CONTACT DETAILS

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

### SKILLS

Bluemoon Software,  
Fluent in Haitian  
Creole/Kryol, MS Office  
Suite, Typing 40 Wpm,  
Office Managment, Time  
Managment, And  
Administration.

### LANGUAGES

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

### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

### REFERENCES

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

## **Education**

B.A. in History - 2002 to 2007(University Of South Florida - Tampa, FL )