Robert Smith

**Office Administrator**

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# SUMMARY

2+ years of experience as an Office Admin. An Organized and goal-oriented professional seeking a position as an Executive Assistant using strong analytical skills, knowledge of office administrative procedures and a strong background in office management.

# SKILLS

Bookkeeping, Microsoft Office, MS OFFICE, Multitasking, Problem-Solving, Communications, Problem Resolution, Excel, Word, And Safety.

# WORK EXPERIENCE

## Office Administrator

Spec Formliners, Inc ­ 2017 – Present

* Corresponding with sales, production, and customer to confirm order/shipment details.
* Providing copies of invoices, statements, credit memos, and payment details to customers.
* Knowledgeable of global shop solutions, from the beginning of quoting, till the end to invoicing. Participated in the lead test for new ERP and assist with the company integration.
* Responsible for incoming calls and correspondence regarding accounts receivable and credit

which required strong interpersonal skills and extreme accuracy and ability to handle all situations effectively and politely.

* Reconciling the ar ledger to ensure all payments are accounted for and properly posted.
* Reconciling petty cash receipts, handle change orders and record daily safe counts.
* Participating in marketing, recruitment events, and new hire training classes.

## Office Assistant

Harley And Son Machining ­ 2016 – 2017

* Determine method of shipment by shipping procedures, rates, and routes.
* Prepare orders by processing requests supply orders; pulling materials; packing boxes; placing orders in the loading area.
* Receive external and internal correspondence, efficiently reviewing, sorting and distributing

all mail.

* Inspecting parts to make sure there are no defects against the blueprints.
* Handle the task of helping new hires with onboarding activities, annual benefits enrollment and assist the company maintains i9.
* Review, copy, scan, file and enter invoices timely for payment plus contact vendors for

statements.

* Create a monthly slideshow presentation of company announcements to keep associates informed and create weekly.

# EDUCATION

Associate Of Arts - (Santiago Canyon College - Orange, CA )