

Robert Smith

Office Administrator

Phone (123) 456 78 99

Email: info@website.com

Website : www.website.com

LinkedIn: [linkedin.com/username](https://www.linkedin.com/username)

Address: 1737 Marshville Road, Alabama

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)