

## General Office Clerk/Executive

# ROBERT SMITH

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## Objective

Results oriented Clerical and Customer Support Associate eager to bring strong interpersonal and administrative skills to a growing company in need of top-level support. Excellent organization, communication, and relationship building skills. Articulate and friendly with a professional demeanor as well as flexible and personable. Very detail oriented, willing to learn and to take on new challenges.

## Skills

Have worked with Point of Sale, Eagle Browser, Taps, Quickbooks, Microsoft Office and Word, Eagle Browser and POS, Quickbooks, Office machines, Typing, Phone Etiquette, Customer Service Skills, Postage Machines, Faxing.

## Work Experience

### General Office Clerk/Executive

**ABC Corporation - May 2006 - January 2007**

- Operated keyboard and other data entry Organized and schedule meetings and appointments and maintain contact lists.
- Produced and distributed correspondence memos, letters, faxes and forms.
- Assisted in the preparation of regularly scheduled reports.
- Develop and maintain a filing system; ordered office supplies and submit and reconcile expense reports.
- Opened, sorted and distributed incoming mail; scheduled appointments and maintained a calendar.
- Efficiently answered telephones and directed calls.
- Provided tutoring assistance to students with disabilities as well as the general student population, which included.

### General Office Clerk

**ABC Corporation - 2004 - 2006**

- Operate office machines, such as photocopiers and scanners, and personal computers.
- File and maintain, personal information, and web systems, manually and using a computer.
- Communicate with GAIN participants, and staff to answer questions, explain information, and address complaints.
- Ask participants via phone or one-on-one, personal information such as full name, address, contact information, job interests, and work experience and input data into Salesforce.
- Proof read and format resumes in a chronological order, and email finalized resumes to participants for their own personal access.
- Search for upcoming and future job fairs, job leads, and recruitments.
- Update public LACOE GAIN website and inform, and email upcoming employment opportunities to all GAIN applicants..

## Education

Certificate in Child Development - (Glendale Community College - Glendale, CA)