## Office Assistant Resume Sample 1

**Niki Campos**

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### A. Summary

Committed and very motivated office assistant with outstanding customer service skills, communication skills, and decision-making core skills and competencies. Very strong work ethic, professional attitude, and demeanor, as well as being able to take the initiative and solve problems as they appear. Proficient when it comes to learning new things and procedures very quickly and taking ownership of particular projects.

### B. Working Experience

* 2012 – 2016 – Tempo Maid Service, Leland, Mississippi

**Responsibilities:** Receive the correspondence as well as packages and resend them to the appropriate recipient. Log all the phone messages in the system and send emails to the staff. Make shipping labels. Schedule pickups every day. Assist with employee scheduling and payroll. Call the company’s clients to schedule their appointments and do the necessary follow-up. Order supplies. Schedule the equipment maintenance.

* 2008 – 2012 – Zonecode Global, Leland, Mississippi

**Responsibilities:** Take care of the front office. Operate the multi-line telephone system. Route, answer, and screen all the incoming calls. Schedule the meetings and appointments. Coordinate the conference rooms and meetings. Organize the catering for the meetings. Administrative duties. Managing and filing the mail. Prepare the mail. Manage the inventory of office supplies.

### C. Education and Academic Training

* Graduated from Leland High School in 2008, Leland, Mississippi

### D. Job Related Skills

* Management
* Data entry
* Outstanding typing skills
* Very proficient with the Microsoft Office package, including, Excel, Word, and Outlook
* Outstanding communication skills
* Flexibility and adaptability
* Attention to detail
* The ability to solve problems
* Confidentiality
* A very strong sense of urgency
* Gathering information and managing it

### E. General Skills

* Organized
* Personable
* Likeable
* Flexible
* The ability to work under stress
* Good with deadlines
* Great public speaker
* The capacity to make presentations and then pitch them
* Able to make fast and correct decisions
* Risk management
* Great team player