



ALFREDO TORRES

Office Assistant

SUMMARY

Enabled and inspired Office Assistant with more than three years of involvement with information passage, booking, and giving amazing group support.

SKILLS

- Microsoft Office
- Supply Management
- Inventory Control
- Detail-Oriented
- Discretion and Judgment
- Office Administration Procedures
- Verbal Communication
- Reporting Skills
- Analysis

CONTACT INFORMATION

123 Anywhere St., Any City,
State, Country 12345
hello@resumesbot.com
www.resumesbot.com
Mobile No.: 123-456-7890
Home No.: 123-456-7890

CAREER HISTORY

Office Assistant

Alleonder Tech

April 2020 - present

- Reception Greeter: Served as greeter and first contact in person, and by phone.
- Maintained a positive and professional demeanor at all times.
- Answered questions and fulfill requests, as appropriate. Assist with car services and reservations. Assisted with catering.
- Received package deliveries. Coordinated pickup for outgoing packages

Office Assistant

Wellace Solutions Inc.

August 2019 - March 2020

- Mail and Distribution: Retrieved and accurately sorted, processed, distributed, and delivered incoming mail, interoffice mail, courier deliveries, outgoing packages and outgoing USPS mail. Ensured that proper mail handling procedures are met per CIM standards, regulatory requirements and Business Unit requirements
- Ordering/Stocking of supplies: Inventory, order and stock all supplies, and MS office stationery (ie. MS letterhead, business cards, etc)
- Monitored and handled mail per Firm security guidelines

EDUCATION

Malonday University

Master of Computer and Information Science