
AGENT ASSISTANT RESUME

Objective:

Seeking a position as Agent Assistant where extensive experience and superior organization skills will be fully utilized.

Summary of Skills:

- Exceptional organizational skills and ability to meet deadlines
 - Ability to multi-task at a fast pace on behalf of agents and assistants
 - Ability to handle high pressure of phone calls and emails
 - Ability to shift priorities quickly in response to changing circumstances
 - Ability to remain flexible, calm and focused
 - Ability to work well in a team as well as individually
 - Highly motivated and extremely detail oriented
 - Strong Computer skills including MS Office, Data entry, Internet Searching
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Work Experience:

Agent Assistant
Holiday Inn Express, Prattville, AL
August 2005 to till date

- Maintained a safe and clean work environment.
- Maintained accurate records.
- Assisted in fielding calls and read scripts.
- Coordinated client appointments.
- Managed contracts and coordinated work and home schedules.

Agent Assistant
Rober Hancock and Company, Prattville, AL
May 2000 to July 2005

- Wrote advertisements, flyers, brochures, and other promotional materials.
 - Distributed information and delivered documents.
 - Assisted agents in their agency work.
 - Handled all office work including calling, emailing.
 - Arranged meetings and appointments of the day for the agent.
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Education:

Associate's degree in Business Administration
George Washington University, Washington, DC

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