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# GENERAL OFFICE ASSISTANT RESUME

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## Objective:

Seeking the General Office Assistant position where I can apply my experience and efficiently contribute to the company's growth.

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## Summary of Skills:

- Excellent software skills with moderate to advanced Word and Excel knowledge
  - Good written and verbal communication skills
  - Excellent organizational skills
  - Strong Attention to detail
  - Ability to work with people in stressful situations
  - Excellent telephonic skills
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## Work Experience:

General Office Assistant  
Strapack, Inc, Missoula, MT  
August 2005 to till date

- Greeted and directed visitors.
- Answered and directed phone calls.
- Handled incoming and outgoing correspondence.
- Processed and metered outgoing mail.
- Prepared correspondence for office management.
- Managed appointments, scheduled and coordinated agency meetings.
- Completed policyholder service requests.

General Office Assistant  
OfficeTeam, Missoula, MT  
May 2000 to July 2005

- Respected client and volunteer confidentiality at all times.
  - Maintained records and data in specialized computer systems.
  - Managed the department in the absence of paid staff.
  - Answered the phone and provide appropriate community referrals for services.
  - Provided leadership for participation in a special project.
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## Education:

Bachelor's Degree in Administrative Assistant  
St. Francis University, Loretto, PA

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