
OFFICE ASSOCIATE RESUME

Objective:

To obtain an Office Associate position that will promote growth, stability and opportunity for advancement.

Summary Skills:

Remarkable office service experience in large corporate environment.

Proficient with Microsoft Office Suite 2003

Ability to prioritize work to balance multiple projects and deadlines

Admirable customer service skills

Excellent communication and organizational skill

Strong interpersonal and human relations skills

Work Experience:

Office Associate

Bob's Discount Furniture, Norwalk, CT

August 2005 to till date

- Performed all general office and cash office procedures.
- Reviewed Selling Price and Unit Adjustments, shipment logs, and invoice register reports.
- Reconciled daily cash, and prints reports.
- Ensured customers are always treated in a cordial, respectful manner.
- Handled customer inquiries and worked daily reports.

Office Associate

Brookdale Senior Living, Norwalk, CT

May 2000 to July 2005

- Maintained computerized and manual filing systems.
 - Reviewed, batched, converted, entered, and corrected the input of numeric, and alphabetic.
 - Monitored and ensured the flow and accuracy of data input and output in electronic form.
 - Monitored, requisitioned, purchased, and maintained inventory and supplies.
 - Conferred with supervisor on assignments delegated to others.
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Education:

Associate Degree in Business

Southern Wesleyan University, South Carolina, SC

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