
Office Specialist Resume

Job Objective

Seeking a position with a growing company where my training as an Office Specialist, education and experiences can be put to good use.

Highlights of Qualifications:

- Admirable experience in managing work in an office environment
 - Huge knowledge of policies and associated terminology
 - Profound knowledge of computer systems and related software
 - Immense ability to maintain professional relationships with parents, students and staff members
 - Exceptional ability to manage all resources effectively for a project
 - Amazing communication skills in both oral and written forms
 - Skilled to operate various office equipments
 - Proficient in evaluating reports according to procedures and policies
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Professional Experience:

Office Specialist
Amedisys, Los Angeles, CA
May 2006 – Present

- Maintained records for all classification and maintained compiled all data.
- Analyzed all technical data and performed all required calculations.
- Drafted all communications, monitored complaints and ensured timely resolution for same.
- Coordinated with various departments using available resources resolved all procedural problems.
- Reviewed reports, identified any errors and performed corrections as per requirement.
- Managed all new and revised procedures and ensured appropriate communication to staff on same.
- Monitored office procedures and policies and recommended changes if required.
- Planned work and prioritized it according to requirements.

Office Specialist
Concentra, Los Angeles, CA
March 2003 – April 2006

- Managed all mail with help USPS by using all approved postage equipments.
 - Performed inspection on production cycle and analyzed output.
 - Coordinated with service personnel and collected required data to resolve all equipment issues.
 - Maintained an inventory of all packaged materials.
 - Administered office equipments to customers with help of computer systems.
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Education:

High School Diploma
Saint Gregory High School, Chicago, IL

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