
Office Support Resume

Job Objective

Seeking a position as Office Support in highly reputed and professional organization.

Summary of Qualifications:

- Remarkable experience in administrative and clerical support
 - Familiarity with office management, organizational methods, procedures, standards, practices and etiquette
 - Proficient with General office and equipment inventory, order and maintenance
 - Profound knowledge of the principles and procedures of financial record keeping
 - Sound communication skills, both verbal and written
 - Proficient with MS Office computer and data entry skills
 - Strong organizational skills and attention to detail
 - Profound ability to work well in a team or independently
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Work Experience:

Office Support, August 2005 – Present

Heartland Payment Systems, Inc., Fort Myers, FL

- Responded to calls courteously in a professional manner, and maintained employee diary to document daily activities.
- Documented all customer complaints and queries and promptly forwarded them to the appropriate supervisor.
- Organized and prepared all territory maps daily for field crew use.
- Recorded all treatment information, including dates and consumption of product.
- Organized and maintained filing system and ensured safe work practices.

Office Support, May 2000 – July 2005

Paragon Management Group, Fort Myers, FL

- Performed wide variety of moderate to complex technical and operational support duties.
 - Performed specialized tasks and assisted in general office functions.
 - Processed monthly electronic files; maintained financial records; verified statistical reports and assisted with report publications.
 - Resolved basic office operation problems and offered appropriate recommendations.
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Education:

Associate Degree in Arts, Miles College, Alabama, AL

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