

Kyler Gottlieb

773 Marvin Hill, Boston, MA ♦ Phone: +1 (555) 427 0371

EXPERIENCE

DIRECTOR OF BUSINESS ADMINISTRATION

Detroit, MI

02/2015 – present

- Serve as the divisions' appointing authority (hiring manager)
- Interpreting policies and procedures and communicating them to all employees both proactively and in response to questions
- Be a key contributor in developing the division's goals, mission, vision, operating principles, and focus
- Posting service fees into billing system
- Archiving and discarding payrolls at the end of each cycle
- Providing assistance with spreadsheets and yearly budget as requested by the Executive Director
- Analyzing variances in departmental payroll vs. budget

BUSINESS ADMINISTRATION APPRENTICESHIP

Boston, MA

12/2009 – 08/2014

- Filing, scanning, typing, faxing and emailing
- Supporting the Bid Team with a variety of administration tasks associated with Bid Submissions
- Supporting Business Development Managers with presentation materials for clients
- Assisting in the production of data and reports to demonstrate positive performance and identify improvement opportunities
- Providing support in the production of statutory plans
- Supporting in the day-to-day operations of Production Service department inc
- Managing engagement channels to facilitate 2-way engagement programme

BUSINESS ADMINISTRATION APPRENTICE

Chicago, IL

02/2007 – 11/2009

- Assist the Category Manager with building and developing close working relationships with key supply partners
- Provide a Learning & Development Administrative service to employees, managers and the L&D function
- Active efforts, thoughts and ideas to help generate revenue and make improvements
- Assist with Supplier Relationship Management programme (SRM)
- Assist the Category Manager with managing the product set
- To undertake training and assist with a range of administrative functions – e.g. processing the post, operating the scanner, operating the photocopier, filing
- Organised and methodical approach to work

EDUCATION

TOWSON UNIVERSITY

Bachelor's Degree in Business Administration

SKILLS

- Ability to work prioritise own workload and demonstrate planning and organisational skills, and able to remain calm under pressure
- Good attention to detail
- Basic knowledge of MS Office applications including Word, Excel, PowerPoint and Outlook
- Ability to explain routine tasks to others as directed, and an ability to listen and follow instructions
- Strong interpersonal and communication skills (verbal and written) with the ability to express solutions and ideas to colleagues and users at all levels
- Ensures accuracy and quality of work is maintained at all times
- Professionalism
- Able to work in a team
- Ability to build and maintain relationships
- Attention to detail