

Objective

Experienced Administrative Assistant has served in positions varying from office management and personnel management to include staffing, recruiting, and employee development. Experienced in seminar and workshop facilitation, customer liaison, and administration. Served as an On-Site Representative for a leading Student Loan Organization during the consolidation of student loan services. Proficient in Microsoft Office programs, self-starter, strong planner and problem solver.

Skills

management, Project Management, Human Resources.

Work Experience

Financial Business Administrator

ABC Corporation - September 2005 – July 2008

- Essential duties and responsibilities included managing timesheets, annual leave, and expense reports.
- Maintained database for Investors as well as other Customer contacts.
- Provided system administration of Salesforce.com to include managing and tracking all customer information.
- Provided administrative assistance in preparation of proposals.
- Managed schedules, arranged meetings, conference calls, as well as travel arrangements.
- Provided overall administrative duties for Sales and Marketing Department.
- Served as back-up for many HR functions as well as providing administrative backup for all other departments on an as needed basis.

Business Administrator

Real Estate Services, Lower Colorado River Authority - 2001 – 2005

- Administer all aspects of Real Estate financial transactions in PeopleSoft from easement acquisition to project damage payments
- Manage both planned and unplanned Transmission work order activities through Maximo, by monitoring budget to actual and reporting overages
- Define and document project objectives and project scopes for internal Real Estate Agents
- Provide moderately complex financial support and analysis during the annual business and capital plan processes
- Created and maintain payment log, interactive forms and reports with workflows in SharePoint
- Lead payment approvals for vendor invoicing for Real Estate and Legal Services
- Developed excellent community relation via communicating and networking with the resource agencies.

Education

High School Diploma - (Loudoun County High School - Leesburg, VA)