

# Carla Forluniau

Administrative Assistant | GASTech – Kronos | Abila, Kronos

## Objective

Seeking a position as an Executive Administrative Assistant using effective time management skills along with high level of discretionary decision making in order to ensure smooth office operations.

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## Professional Experience

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GASTech – Kronos - Administrative Assistant

2005-Present

- Administrative support of the Information Technology group at GASTech, Kronos headquarters.
- Management support of both the group manager and of the staff in the group. This includes support for travel, teleconferences, training and calendaring.
- Participate in vendor calls and visits. Ensure efficient scheduling and facilitate meetings leading to contract agreements.

Onda, Inc. - Kronos

Administrative Assistant

2000-2010

- Provided a wide range of administrative support for Onda Incorporated.
- Skilled user at required office software suites, MS Office and internal tools.
- Processed requisitions for materials to be moved from branch to branch.

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## Other Relevant Experience

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Kronos Military

- Required service complete 1999. Specialized in coordination of large group events, such as training and deployment.