

CORPORATE ADMINISTRATOR

Summary

Successful administrative professional with 15 years of experience.

Skills

- Organized
- Detail oriented
- Efficient
- Prioritize multiple deadlines
- Work well independently
- Collaborate with others
- Software
- Microsoft Word
- Excel
- PowerPoint
- Outlook
- Adobe Acrobat
- Multiple project software websites
- General Clerical
- Type 75 WPM
- Multiline phones

Experience

Corporate Administrator

January 2009 to January 2017 Company Name - City , State

- Light accounting/bookkeepingTravel arrangementsMeeting agendas and minutesEditing/ProofreadingMeticulously proofreadEnsure consistency in content StructureRevise for clarityReview style formatBidding AdministrationPrepare "front-end docs"Familiar with various loaning agency requirementsKnow and able to carry out bid process from start to finishConstruction Administration Assist approximately 15 engineers in our water/wastewater department working on multi-million dollar projects.
- Requires great attention to detail while meeting multiple deadlines simultaneously.
- Specific duties include:.
- Document Processing - Proofread, revise, format, PDF, and produce master plans, planning studies, specifications and plans, technical memos, letters, meeting minutes, and O&M manuals for municipalities and cities.
- Bidding Administration - Distribute plans and specifications, maintain planholders' lists, issue and confirm receipt of addenda, and complete bid tabulations.
- Construction Administration - Prepare contract documents.
- Receive and return submittals and RFIs; maintain logs.
- Assisted approximately 18 engineers in the water/wastewater department working on multi-million dollar projects.
- Required great attention to detail while meeting multiple deadlines simultaneously.
- Coordinated with clients, contractors, subconsultants, and internal drafters to help keep projects running smoothly.
- Specific duties included:Document Processing - Proofread, edited, formatted, PDF'd, and produced master plans, predesign reports, specifications, technical memos, letters, meeting minutes, and O&M manuals for municipalities and cities.
- Bidding Administration - Handled bidding phase from start to finish.
- Submitted public notice to newspaper for publishing; assisted in preparing, then produced and distributed plans and specifications; maintained planholders' list; prepared, issued, and confirmed receipt of addenda; and completed bid tabulation.
- Construction Administration - Prepared and reviewed contract documents.
- Received and returned submittals and RFIs; maintained logs.
- Before shifting my focus solely on project-related tasks for our water/wastewater department, I previously also provided general support to our firm.
- Additional tasks completed during this time included making travel arrangements; coordinating lunch and learns; and conference and workshop registration and tracking.

- Also responsible for the following tasks: Make travel arrangements and assign company vehicles.
- Download and log digital photos.
- Coordinate lunch and learns.
- Register engineers for conferences, workshops, and webinars.
- As part of the master specifications/standards committee, create monthly meeting agendas and minutes.
- Log, track, and implement master specification change requests.
- Answer and route phone calls.
- Distribute incoming mail.
- Prepare outgoing mail and UPS packages.
- Run company errands.

Customer Service Representative

January 2006 to January 2009 Company Name - City , State

- Provided full account servicing for the Sears Credit Cards Portfolio via incoming calls, including billing and payment inquiries and disputes, account maintenance, and lost/stolen cards.
- Consistently met and exceeded quality and sales goals.

Administrative Assistant/Bookkeeper Addus HealthCare

January 2000 to January 2003 City , State

- Completed monthly billing reports and Branch Manager's Report.
- Billed over \$500,000 monthly to contracting state agencies and clients.
- Reconciled billing, posted payments to clients' accounts, and prepared deposits.
- Prepared and approved accounts payable bills.
- Created documents, spreadsheets, and monthly newsletters; included developing new spreadsheets for A/R and A/P purposes.
- Completed several processes of payroll.
- Assisted in planning company functions.
- Provided support to the area manager, branch manager, and 12 other branches throughout Washington and Oregon.
- Supervised part-time assistant.

Education and Training

Completed 45 credits in various courses including Logic, Ethics, Philosophy of Science, Precalculus, and C Programming. Boise State University - City , State

High School Diploma Kuna High School - City , State Graduated with Highest Honors 3.97

Received Ambassador Award in Business Professionals of America.

Skills

accounting, accounts payable, Adobe Acrobat, A/P, agency, attention to detail, billing, bookkeeping, C Programming, Clerical, conferences, content, Prepare contract, Credit, clients, Detail oriented, Editing, focus, letters, Logic, Excel, mail, Outlook, PowerPoint, Microsoft Word, newsletters, newspaper, payroll, PDF, Philosophy, processes, Proofreading, quality, sales, specification, spreadsheets, phones, phone, Make travel arrangements, Travel arrangements, making travel arrangements, Type, websites, workshops