

# ADMINISTRATIVE ASSISTANT DIRECTOR HUMAN RESOURCES MANAGER PRODUCTION MANAGER ENGINEERING MANAGER

## Summary

Dedicated and focused Administrative Assistant who excels at prioritizing, completing multiple tasks simultaneously, and following through to achieve project goals.

## Highlights

- Microsoft Office Proficiency
- KRONOS
- Internet Software
- Microsoft Word/PowerPoint/Excel
- Office Management
- Microsoft Access
- Organizing Meetings/Materials Preparation
- LotusNotes & Microsoft Outlook Email
- Planning and Facilitating Large Events
- SAP
- Managing Confidential Records
- PeopleSoft
- Employee Benefits Counseling
- Registrar
- Arranging Domestic/International Travel
- Oral and Written Communication
- SAP Site Security
- Skilled Proofreader
- Training and Instruction
- Excel spreadsheets
- Meticulous attention to detail
- Results-oriented
- Self-directed
- Professional and mature
- Strong problem solver
- Resourceful
- Business writing
- Dedicated team player
- Strong interpersonal skills
- Understands grammar
- Meeting planning
- Report writing
- Report development
- Schedule management
- Self-starter
- Executive presentation development

## Accomplishments

### Experience

Administrative Assistant Director, Human Resources Manager, Production Manager, Engineering Manager, Technical Services Manager, and Information Technology Manager

January 2012 to January 2015 Company Name - City , State

- Provided administrative support to production departments, IT, and Human Resources.
- Using proprietary software interfaced with SAP, created purchase requisitions, work orders, and goods receipts.
- Established and maintained complete files and records.
- Composed and typed reports and correspondence.
- Established and maintained personnel files.
- Responded to inquiries from employees.
- Generated travel and expense reports.
- Generated and maintained confidential employee personnel files.
- Organized meetings and prepared training materials.

### SAP Site Security Administrator/SAP Training Records Coordinator

January 2004 to January 2009 Company Name - City , State

- Supported all Human Resources functions.
- Generated reports from PeopleSoft and from site's Access personnel database.
- Compiled statistics for site Safety Report.
- Planned and managed Excellence Recognition Awards program and GSK Service Awards Program.
- Entered training data into Registrar and wrote user manual for the process.
- Using SAP, entered purchase requisitions and work orders.
- Generated and maintained training records in Access Training Database for 150+ end users.
- Generated and amended Production Access Request Forms for 150+ end users.
- Created and amended MERPS Radio Frequency User Request Forms for 75+ end users.
- Delivered system security and authorization failure training.

- Created and maintained SAP User Master Records for over 150 end users.
- Diagnosed and resolved SAP access problems related to authorization failures.
- Raised, resolved, and closed Remedy tickets.
- Made domestic and international travel arrangements.
- Generated travel and expense reports.
- Created and maintained local site organization chart.
- Processed invoices.
- Generated and maintained confidential employee personnel files.
- Organized meetings and prepared training materials.
- Expedited tuition reimbursements for employees.
- Served on Ergonomics Team for six years.
- Selected by Senior Management, due to demonstrated knowledge of SAP and the organization coupled with the ability to readily train end users, to serve as SAP Site Security Administrator/SAP Training Records Coordinator.

#### Administrative Assistant

January 1998 to January 2009 Company Name - City , State

#### Computer Instructor

January 1996 to January 2001 Company Name - City , State

- position where provided instruction on use of Microsoft Word and Excel software packages.
- Also taught course entitled "Introduction to Computers via Microsoft Windows."

#### Administrative Assistant

January 1996 to January 1997 Company Name - City , State

- Provided general secretarial and accounts payable services.

#### Department Secretary/Office Manager Payroll Clerk Compensation Assistant

January 1989 to January 1995 Company Name - City , State

- Within 1,750 employee organization, prepared letters, reports, and other documents from rough copy by transcription or from own composition.
- Entered and retrieved information from computer databases.
- Analyzed industry data to identify needs and opportunities for BRMC to provide products and services to area businesses.
- Established and maintained complete files and records.
- Maintained departmental calendars.
- Processed changes to employees' personnel records in computer data base.
- Provided training to Management Orientation Program participants.
- Calculated wage increases.
- Composed and typed reports and correspondence.
- Established and maintained personnel files.
- Responded to inquiries from employees.

#### Secretary

January 1988 to January 1989 Company Name - City , State

- Charged with general secretarial duties including answering phones, processing mail, and filing, receiving visitors and scheduling appointments.
- Entered and retrieved resume information from computer data bases.
- Managed itineraries for candidates, including scheduling interviews and presentations, and making lodging and travel arrangements.
- Prepared employment requisitions for all vacancies and announcements of open non-exempt positions.
- Made arrangements for on- and off-site training and development activities, including reserving meeting rooms and securing equipment.
- Assisted with preparation of company newsletter.
- Organization had 1,700 employees.

#### Employee Benefits Assistant

January 1979 to January 1988 Company Name - City , State

- Communicated plans to employees.
- Established and maintained enrollment records through payroll system, and prepared required plan reports.
- Administered Group's Service Recognition program, including organizing the Service Awards Banquet.
- Served as liaison with area hospitals for blood donor program.

#### Education

Diploma Virginia High School - City , State

#### Skills

accounts payable, administrative support, Benefits, Oral, Counseling, databases, data base, Database, Email, Senior Management, filing, Forms, Human Resources, instruction, Internet Software, KRONOS, letters, LotusNotes, Managing, Materials, Meetings, Access, Microsoft Access, Excel, mail, Microsoft Outlook, PowerPoint, Microsoft Windows, Microsoft Word, newsletter, Office Management, Organizing, payroll, PeopleSoft, personnel, presentations, Proofreader, Radio, receiving, Safety, SAP, scheduling, secretarial, statistics, answering phones, training materials, transcription, travel arrangements, Written Communication, composition