

IT OPERATIONS SPECIALIST & PROJECT MANAGER IT OPERATIONS SPECIALIST & PROJECT MANAGER CNA Phenix, VA Work Experience IT OPERATIONS SPECIALIST & PROJECT MANAGER Self-Starter December 2016 to Present Additional Information SKILLS Anticipated needs, and proactively bring together appropriate people and other resources to support the CEO in addressing issues. Process Management Independently developed presentations for the CEO to deliver. Developing Standards Maintained up-to-date calendar of meetings, travel, events, and Process Improvement anticipate associated needs. Supply Management Arranged meetings, conference calls and travel; prepared Budget Expense Tracking expense reports. Inventory Control Prepared meeting minutes for all Board of Director and Committee meetings. Supported the President/CEO with acquisition and final sale of SCHEDULING the business. Prepared all Committee and Board of Director meeting materials while protecting the integrity of confidential

Name: Steven Camacho

Email: michellecarter@example.net

Phone: 593.439.4322x415