

Administrative Assistant Administrative Assistant Administrative Assistant - Braskem America  
Philadelphia, PA Work Experience Administrative Assistant Braskem America July 2019 to Present  
Legal Secretary to 4 Lawyers Labor Law Department March 2019 to April 2019 Administrative  
Assistant Corporate Information Services Dept October 2017 to December 2018 4 Directors, Sr.  
Project Manager and Staff Legal Assistant to Sr Resource America, Inc April 2017 to April 2017 VP  
& 2 VPs Administrative Assistant / Office Manager to Principal Project Manager & Staff Amec Foster  
Wheeler April 2016 to March 2017 Administrative Assistant to Director, Manager and Support Staff  
Exelon September 2013 to December 2015 U.S. Securities & Exchange Commission through ADC  
MS Administrative Assistant Klasko Rulon, P.C. through Liz Frank Personnel Legal Secretary -  
Immigration Blue Cross through Contemporary Staffing Sales Service Operations Specialist  
Administrative Assistant / Receptionist Aramark February 2011 to January 2013 Supported Legal  
Affairs, Strategic Assets, Business Resource Center, Safety and Risk and Food Management  
Departments Administrative Assistant to Sr. Director of IT Strategic Sourcing Department Cigna  
August 2010 to February 2011 Skills Administrative assistant, Administrative support, New hires,  
Onboarding, Database, Lawson, Sap, Rfi, Purchase orders, Constructware

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