

Administrative Coordinator Administrative Coordinator Administrative Coordinator Manhattan, IL A diligent professional with comprehensive experience, proven technical skills: the ability to implement new ideas and adapt to new system requirements quickly, possessing excellent communication skills with outstanding interpersonal and analytical skills. Work Experience Administrative Coordinator IAPMO/ASSE International - Mokena, IL October 2017 to March 2019 Professional Qualifications Department -process exams, invoicing, credentialing, customer service Product Listing Program Department -invoicing, collections, renewals, customer service Technical writing for all PQ and PLP current monthly procedures and processes Network Administrator/Marketing Specialist Old Second National Bancorp - Chicago, IL April 2007 to March 2008 Create, test and refine processes and executive reporting policies and procedures Assist marketing department with data mining Multi-level technical support Project Manager Kehoe Designs - Chicago, IL November 2006 to March 2007 Responsible for the implementation Synergy software package into Kehoe Designs daily production Refined a standardized reporting system for workflow management Streamlined inventory operations, creating all processes and procedures Information Systems Analyst II Andrew Corporation - Orland Park, IL December 1999 to July 2005 Project Supervisor for the global CRM installation, which was implemented ahead of scheduled and under budget 24/7 technical support Streamlined the helpdesk operations, which included creating all processes and procedures Information Security Analyst Responsible for security practices for all servers on the network, remote access, and all SAP instances Implemented the Sarbanes Oxley (SOX) guidelines and policies within SAP system Researched and piloted new security products and services with our developers Network Administrator Great Lakes Financial Resources - Matteson, IL July 1998 to December 1999 Developed and implemented hardware maintenance procedures and configuration standards for all LAN devices Promoted as team leader of banking software conversion, Y2K testing and compliance Planned and executed the roll out of over 300 Windows 95 workstations and corporate training Education Computer and Education Eastern Illinois University 1991 to 1993 Skills Vpn, Remedy, Ms office Assessments Real Estate Familiar August 2019 Measures a candidate's ability to match listings with specifications and identify errors on

marketing

materials.

Full

results:

https://share.indeedassessments.com/share_assignment/eyx2ja2d-ajj1fws Verbal Communication

Highly Proficient August 2019 Speaking clearly, correctly, and concisely. Full results:

https://share.indeedassessments.com/share_assignment/mmxms57vixzrrfsb Indeed Assessments

provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Name: Ronald Nielsen

Email: hollywhite@example.com

Phone: (378)213-2185