## 

## **LIDIA BEC**

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Portland, OR 97216

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## 

**OBJECTIVE: Administrative Assistant**

**SUMMARY:**

Significant experience in support of day-to-day operations including:

1. Microsoft Office; Word, Excel, Powerpoint and Outlook
2. Utilized a variety of software programs including; Cognos Planning, SAP, Avantis, Filenet and Workforce
3. Type 80 wpm / Data entry 13,000
4. Professional and organized

**PROFESSIONAL EXPERIENCE:**

TRANSCANADA, Portland, OR 02/00 - 03/10

*Administrative Assistant to the Information Technology Department*

* Maintained budget reports; adjusted monthly forecast amounts and ran actual and forecast comparison reports.
* Processed expense reports and corporate credit card reconciliations in Extensity.
* Processed invoices and resolved issues with vendors.
* Created requisitions for software and hardware purchases.
* Processed purchase orders in Avantis and created and tracked work orders in Avantis.
* Processed weekly timesheets in SAP.
* Coordinated travel arrangements.
* Took meeting minutes.
* Scheduled meetings and coordinated catering.
* Printed quarterly Sarbanes-Oxley reports for manager’s review.
* Purchased cell phones and blackberries for the Portland office.
* Assisted consultants with initial setup of software.
* Assisted with inventory of servers; recorded bar codes and serial numbers.
* Ordered and maintained office supplies.
* Resolved air handler issues with Hunter Davisson.
* Coordinated donation of outdated equipment.
* Maintained software licenses.
* Maintained department’s key card access log.
* Assisted with (USPS, FedEx & UPS).
* Back-up support to main receptionist.
* Faxed, copied, scanned and created files and labels.
* Assisted other departments when necessary.

**EDUCATION/TRAINING:**

Portland Community College – Pursuing B.A. in Business Administration