Nadine Broad

Home: 503-803-9946 | Email: NadineAB@comcast.net

**Excellence in Administrative Support**

* Enthusiastic, personable; professional in appearance and manner
* Experienced in information and project management
* Strong commitment to cooperative teamwork
* Excellent communication and multi-tasking skills
* Take pride in doing a thorough job and producing quality results

**Skills**

* Microsoft Programs: Word, Excel, PowerPoint, Outlook
* Operating systems:Windows (all versions)
* Multi-line telephones, typing 55 wpm
* Fax, copier, scanning

**Experience**

**Administrative Assistant, 2007 to Present**

Responsibilities include all aspects of administrative support, such as customer service, human resources support, organizing projects, answering and directing telephone calls, scheduling, maintaining executive calendar, travel arrangements, catering, expense reports, ordering office supplies, and general administrative support.

TEMPORARY AGENCY ASSIGNMENTS

**Randstad, Portland, OR**

Recent Assignment:

* Automatic Data Processing, Inc. - April 2013
* Ferguson Valve and Automation - May 2011
* CB Richard Ellis - August 2010

**PII Services, Portland, OR**

Recent Assignments:

* U.S. Dept. of Housing and Urban Development (HUD), Portland, Oregon - July 2011

**Adecco, Portland, OR**

Recent Assignments:

* Bank of America - February 2008
* Trinity Greek Orthodox Church - May 2011

*“Nadine is a consummate professional, working well with others and exhibiting thoroughness, accuracy, and promptness in all assignments. She will make any office better!”*

Holly Howell, Office Manager, Randstad