

**Amanda L. Himlan**  
amandahimlan@yahoo.com  
671 Mount Hope Street  
North Attleboro, MA 02760  
(508) 695-6735

**Profile:** **Highly motivated and energetic administrative professional with over 8 years of experience in office administration and project support.** Proven ability to effectively multi-task and manage priorities in a fast-paced environment. Seeking part-time position in an organization that values a hard-working team member.

**Experience**

Verano  
*Office Administrator*

*January 2007 – Present*  
*July 2004 - March 2006*

- Worked closely with Executive Management Team in support of company's initiatives.
- Prepared/Assisted Marketing with quarterly newsletters, web conferences, mailings and internet research.
- Maintained current documentation on Company's website and employee intra-web.
- Tracked and reported monthly Sales commission earnings for CFO.
- Maintained confidential employment, payroll, benefits files and prepared semi-monthly payroll for US and Canada offices.
- Entered Accounts Payable utilizing Great Plains system.
- Provided initial point of contact for callers, visitors and corporate email inquiries.
- Maintained office and office equipment; communicated with landlord and vendors as needed.
- Coordinated meeting and travel logistics.

Accenture – Institute for High Performance Business  
*Executive Assistant/Office Manager*

*March 2000 - July 2004*

- Executive Assistant Responsibilities:
  - Supported two Associate Partners/Senior Research Fellows.
  - Managed three executive calendars in Microsoft Outlook.
  - Arranged conference calls, videoconferences, domestic and international travel and face to face meetings.
  - Performed internet research and analysis.
- Office Management Responsibilities:
  - Established new contractor accounts which included, preparing written contractor agreements, coordinating laptop rentals, arranging network access, enabling phone accounts and being a direct point of contact for individuals.
  - Prepared/submitted vendor/contractor invoices to Accounts Payable and followed through to ensure payment in a timely manner.
  - Operated and maintained technical video/audio conferencing system, including organizing training for office employees.
  - Arranged meeting and events in Cambridge location.
  - Reported maintenance problems to building management company.
  - Ordered/maintained stock of office supplies.

NEPTCO, Incorporated  
*Temporary Office Position*

*Sept 1999 – March 2000*

Created and maintained current product line data sheets utilizing Adobe PageMaker.

Boston Children's Hospital  
*Urology Department*  
*Administrative Associate II*

*July 1998 – July 1999*

- Scheduled and coordinated physician's daily activities and arranged patient appointments.

**Education**

University of Massachusetts, Amherst  
Bachelor of Science, Human Nutrition

*May 1998*

**Computer Skills**

Proficient with Microsoft Outlook, Word, Excel, WordPerfect, Adobe PageMaker and Great Plains.

**References**

*Available upon request.*