**Kelly Tokarski Administrative Support Professional**

*kellyanntokarski@gmail.com (610) 613-8991*• *Pottstown, PA, 19464*

Highly dedicated and resourceful professional with 15+ years of experience providing high-level administrative support within financial and construction sectors. Skilled in managing smooth-running facility operations and revamping administrative processes to improve organizational productivity and efficiency. Reliable team member, able to establish and maintain professional working relationship with clients, colleagues, and senior personnel. Proven ability to inspire customer confidence and boost teamwork synergies across diverse functional teams. Demonstrated excellent communication, attention to details, interpersonal, time management, and multitasking skills. ***Areas of Expertise include:***

|  |  |  |
| --- | --- | --- |
| * Operations Management & Support | * Strategic Planning & Thinking | * Relationship Building |
| * Financial Administration | * Documentation & Reporting | * Team Collaboration |
| * Process Improvement | * Performance Optimization | * Issues & Problem Resolution |

**Professional Experience**

**STV GROUP, INC.** • Douglassville, PA • June 2013 to Present

**Administrative Assistant for B&F Division**

Render excellent administrative support to director, vice president, and project managers; orchestrating all operation functions, including managing subcontracts, collaborating with multiple vendors, overseeing insurance requirements, processing expense reports, checking timesheets, and responding to phone calls.

**Key Accomplishments:**

* Recognized for creating CRM database that tracked new business opportunities throughout the company.
* Built new database for weekly project calendar in collaboration with IT department, including input screens, new report format, and streamline distribution.
* Served as a main point of contact for about 50 people; improving processes and achieving turnaround success.

**MORRIS CAPITAL ADVISORS** • Malvern, Pennsylvania • May 2005 to Nov 2012

**Assistant to Portfolio Manager**

Facilitated company’s president and partners by effectively managing daily tasks, such as daily reconciliation of bank statements, fund balances/prices, and client accounts. Assisted in the preparation of quarterly/monthly financial data; updating industry websites. Crafted presentations and spreadsheets for client meetings, including delivering support in opening new accounts and daily maintenance of databases.

**Key Accomplishments:**

* Streamlined daily, weekly, and monthly reporting and workflow process through procedures and manual maintenance.
* Credited with optimizing internal turnaround on responding to RFP’s by developing reference manual with quarterly information for funds.

*Additional experience as* ***Service Administrator--Measurement and Metrics Leader, Supervisor, Financial Administrator, and Financial Associate, Senior Secretary*** *(Sep 1990 to May 2005) at The Vanguard Group*

**Education**

**Bachelor of Science in Business Administration**

KUTZTOWN UNIVERSITY | Kutztown, Pennsylvania