**Celeste G. Randolph**

25 Broad St., Ext. Apt. B213, Groton, CT 06340

401-439-6149 [cgr53@yahoo.com](mailto:cgr53@yahoo.com)

**Profile**

Well organized and proficient professional with over 10 years’ experience providing administrative support to a broad diversity of populations. Outstanding customer service and communication skills, verbal and written. Computer skills include Word, Excel, Email and Internet savvy.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Whiting-Turner Contracting** 2010 - 2011

**Orient Point, NY**

Adecco – Temporary Staff

Office Manager

Support Project Managers, Superintendents and Project Engineers on a daily basis. Coordinate visitors to construction site and setup orientations through Security. Generate meeting minutes and QC reports as they are submitted. Assist with Certified Payroll documents from each subcontractor. Maintain filing system. Update Contract drawings as necessary. Track attendance of staff and submit to corporate office. Make UPS shipments, sort and distribute mail, process invoices and submit for payments. Maintain office supplies and work on other projects.

**Sound Community Services** 2009 - 2010

**New London, CT**

Adecco – Temporary Staff

Administrative Assistant/Receptionist

Greet and check-in clients, notify clinical and medical staff. Schedule and reschedule client’s appointments; collect co-pays and apply payments and issue receipts. Perform office and clerical support to the agency along with other administrative tasks, sort and distribute mail, order office supplies and other duties as assigned.

**Sperian Protection**  2004 - 2009

**Smithfield, RI**

HR Administrator/Receptionist

Administer all benefits for new hires, implement changes with necessary vendors, health, dental and disability and 401K programs. Process monthly invoices. Monitor the attendance program and document any warnings. Back up payroll, monitor the uniform program. HRIS maintenance, keep organization charts, maintain People directory, order office supplies, assist with department projects, and activities committee.

**Sanofi-Sythelabo Pharmaceutical** 2003 - 2004

**Providence, RI**

**Pro-Staff**

Administrative Assistant

Support two division managers, compiling reports, new employee paperwork tracking, and customer service inquiries, travel arrangements, expense report tracking. Order supplies, maintain office equipment. Other Projects.

Page 2

Cgr53@yahoo.com

**Brown University**

**Providence, RI**  1995 - 2003

HR Administrative Assistant

Coordinate ads to various publications for open positions throughout the University; contact departments regarding placement in publication, accuracy of ad, account numbers to be charged and coordinate billing. Produce hire/rejection letters, process unemployment claims by contacting department, Coordinate job audits by setting up meetings and distributing audit packets to committee members throughout the campus, documenting results, forwarding letters and updating results. Provide secretarial/administrative support to the Directors of Human Resources, Employment, Employee Relations and Compensation such as scheduling interviews of potential candidates, administering test, and maintaining database of all applicants. Office support to senior administrators and professors maintaining calendar, reports, office equipment, supplies. Conference planning and travel arrangements. Worked on special projects.

**Mah Federal**

**Providence, RI** 1976 - 1995

Administrative Assistant

Responsible for thousands of dollars of incoming orders from the date of receipt to actual shipment, schedule all orders on workloads and meet the customer needs. Purchase customized parts from vendors as required and follow up on all orders from vendor as required. Greet the public, vendors and customers; compose statistical reports; answer telephone, schedule conference meetings and type monthly reports for all department heads. Responsible for confidentiality of all personnel files; screen applicants for interviews; post bulletins, employee notices and job postings. Type invoices and mail to vendors; keep accounts current; order supplies and filing.

**Education**

Business. Administration, Columbus, Ohio

Bryant University – Human Resources

**Volunteer Service**

RI Urban League