

Joan Higgins

Project Administrative Assistant - Jacobs Engineering Group

Oaklyn, NJ - Email me on Indeed: indeed.com/r/Joan-Higgins/e037be09c18a6329

Authorized to work in the US for any employer

WORK EXPERIENCE

Project Administrative Assistant

Jacobs Engineering Group - Mount Laurel, NJ - February 2012 to Present

Project Administration for various clients in Petroleum and Chemicals with administrative aspects of project management that requires to exercise independent judgment in support of senior management, project and engineering staff. Provide administrative and clerical support including correspondence, typing, and filing on multiple projects. Good judgment, discretion, and confidentiality of sensitive information regarding department activities and confidential materials. Other duties include creating spreadsheets, Word documents, and PowerPoint presentations. Meeting planning and follow-up including preparation of agendas, meeting reports, and coordinating the logistics of ordering meals and setting up and breaking down conference room before and after meetings. Facilitating calendar and email correspondence to ensure key deliverables and deadlines are met. Managing multiple and often maintaining conflicting assignments/priorities, in a fast-paced and demanding environment within tight deadlines. Strong Microsoft Office skills with an emphasis on Outlook Calendar, Word, Excel and PowerPoint. Other inclusive duties are scanning drawings and documents on as needed basis; sets up and maintains files; cover for receptionist. Coordinate with IT and Database Administrator in setting up new employees personal computers, and necessary supplies that are required or needed; during onboarding. Coordinate with Document Control personnel to get documents posted into JPI for lead disciplines; and back up other administrative assistants when needed.

Administrative Support

Kelly Services-Campbell Sales Company - Cherry Hill, NJ - May 2010 to November 2010

Worked collaboratively with Finance Team and Customer Business Managers to identify, process and clear deductions; track open items, aged deductions and resolve all other errors with applicable documentation from various software systems.

Senior Administrative Assistant

Lockheed Martin Technology Services - Moorestown, NJ - September 1998 to August 2008

Generated and maintained Ship Integration & Test Aegis program data requirements and included: received, assembled, collated, distributed and scanned program information (Government and Proprietary) for a number of sub-department managers and members of the engineering staff; Entered Government Furnished Information (GFI) drawings into the Integrated Data Environment Database (IDE); retrieved drawings for engineers or office personnel when directed; Maintained database to track status of Technical Data Packages; supported off-site engineering personnel with documentation necessary to meet ship Post Shakedown Availability (PSA) work schedules and customer requirements; and Received, verified, entered and uploaded engineering data into Share Point system.

Administrative Assistant

Martin Marietta - Moorestown, NJ - March 1989 to April 1998

Prepared slides, charts and graphs using word processing, spreadsheet, database and presentation software on a weekly, daily and monthly basis for Engineering and Management presentations; Maintained office

stationery database, including managing all stationery activity and expenses; tracked and maintained a strict budget on all supplies used which saved the company money; Maintained, updated and managed shop order (charge number) books for manager; Verified, updated and maintained files on several program management related databases and performed routine daily administrative tasks.

Secretary

Sun Electric Corporation - Mount Laurel, NJ - July 1988 to March 1989

Greeted customers; Answered telephones; Typing; Filing; Ordered supplies; Figured bills; and Data Entry.

EDUCATION

Bachelor of Arts in Business Administration

St. Leo University

Associate of Applied Science in Management

Camden County College

Secretarial and Word Processing Certificates

Camden County College

Diploma

Haddon Township Junior and Senior High School - Westmont, NJ

ADDITIONAL INFORMATION

Utilized and proficient in MS Office (Word, Excel, PowerPoint, Access), Jacobs Project Information System (JPI), Adobe Acrobat, Outlook, Lotus Notes, Share Point, MS Project, Milestones, Netscape, Internet Explorer, Alpha 4, Supercalc5, and Word Perfect