‍‍Powell, Sheri B.

5312 Conant Circle, Fort Mill, S.C. 29708 | 803-280-5064 | timandsherip@aol.com

**OBJECTIVE**

To establish a long term relationship with LiveWell Homes. as a Sales Assistant.

Skills Summary:

* S.C. Real Estate Agent
* 20+ years of Administrative support in various professional services.
* Versatile office management skills and proficiency in Microsoft Office programs.
* Independent individual with strong planning and problem solving skills.
* Highly adaptable and flexible to rapidly changing environments while often exceeding expectations
* High enthusiastic individual with a high level of integrity and a strong work ethic.
* Multitasking priorities without compromising quality and service.
* High energy individual and positive attitude.

Experience

Administrative Assistant - temp | 3m – thru volt services | oct/2015

* Organize multiple types of training for 3M internal employees and external customers, vendors, and colleagues**.**
* Report to the Global Business Manager/Plant Manager.Responsible for maintaining 3M Plant switchboard for over 100 employees.
* Schedule meetings, lunches, and interviews for management personnel.
* Coordinate international travel and expense for 3 executives.
* Assist HR Director with planning Leadership Conferences, Leadership Development and Annual Recognition Events.
* Scan and track contact information from trade show events.
* Update Visa’s to foreign countries.

Administrative Assistant/it help desk | hannover re | march 2014- feb -2015

* Worked directly with 5 SVP/VP to handle all their travel, expenses, meetings and day to day needs.
* Assist in the IT Department - Answer Help Desk phone when needed, assemble phones, attend meetings, imaged and rolled out all new NG Dell laptops to Charlotte employees to replace older laptops. Inventoried and reimaged the older laptops to be reused if necessary. Took on IT projects that will assist in the rollout of the new portal that will house the new help desk in 2015.
* Maintaining the supply room, ordering supplies for entire office and keeping the supply room stocked at all times. Managing all office services for the employees in Charlotte.
* Set up meetings in the web-ex meeting room, connecting the web-ex and setting up the drinks and snacks for the meetings.
* Processed expenses through Concur/American Express system for 5 Executives.
* Greet all visitors at the reception area. Answer all incoming calls to the Charlotte office. Maintain the kitchen area, ordering all supplies needed for Charlotte office.
* Job was eliminated in February 2015

Administrative Assistant | Beardow/Adams, inc. | may – 2013 – feb - 2014

* EH&S Safety Training through CINTAS: Consisting of Fire, First Aid, CPR, AED, Hearing & Sight Testing.
* Scan all AP invoices and supporting documentation into the archiving system.
* Maintain the on-site filing system. Handle all requests for accounting information from our archiving system.
* Greet all visitors at the reception area.
* Answer all incoming telephone calls
* Act as the mail point of contact for customers and vendors.

Administrative Assistant- temp | Aeortek Staffing | sept – 2012 – Dec - 2012

•      Booked travel arrangements for upper level management personal.

•      Kept the calendar for the Logistic Department, scheduled meetings, and video conferences

•      Entered all expenses into SAP program to be processed by home office.

Administrative Assistant | Henricks corporate training and development/sandler | sept-2006- june/2011 –

Reported to the President/CEO of the Company for almost 5 years, was laid off due to lack of work.

* Greet all visitors in reception area.
* Schedule all appointments for the President, setting his calendar daily/weekly with him.
* Created all Power point presentations for the President to use in training classes.
* Handled complete office move, coordinated everything from telephones to moving trucks and organized load, unload and set-up.
* Coordinate training events with large companies, handle the scheduling, materials, food, etc. everything needed.
* Respond to questions and resolve issues in a prompt, professional manner to maintain relationships and prevent any business interruptions from the President, CFO or the Sales Staff.
* Was laid off due to lack of work.

***Education:***

* *Graduated High School: Chenango Valley High School, Binghamton, NY*
* *Sandler Sales Training*
* *Life Insurance Certification: York Technical College, Rock Hill, SC*
* *LOMA 281 & 291, LOMA Certification (Meeting Customer Needs & Improving the Bottom Line) -2014*
* *Conflict Resolution Course completed 2013, The Employers Association*
* *Visio 2013- The Employers Association, 2016*
* *Excel Level I & II, The Employers Association, 2016*
* ***South Carolina Real Estate License 9-8-16***

References upon request.