



# NOAH WILLIAMS

Administrative Analyst

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

## SKILLS

Communication Skills



Problem Solving



Research Skills



Microsoft Excel



Presentation Skills



## INTERESTS

📖 Birdwatching 🏠 Traveling

📅 Sports Coaching 🧶 Knitting

## STRENGTHS

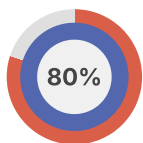
🔧 Pragmatism

🍃 Sensitivity

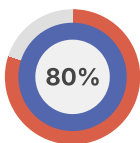
❤️ Sincerity

⚓ Stability

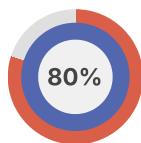
## LANGUAGES



English



Russian



Arabic

## ACHIEVEMENTS

🌟 Streamlined accounts payable processes, reducing processing time by 20%.

🌟 Developed comprehensive monthly financial reports, enhancing clarity and decision-making.

## PROFESSIONAL SUMMARY

Results-driven Administrative Analyst skilled in project management and data interpretation. Successfully implemented new systems that reduced processing time by 30%, contributing to overall organizational productivity and effectiveness.

## WORK EXPERIENCE

Administrative Analyst

📅 Feb / 2024-Ongoing

Maple Leaf Consulting

📍 Toronto, ON

1. Prepared and filed state reports on gas transactions, ensuring compliance with Louisiana regulations.
2. Collaborated with gas producers to address compliance issues efficiently.
3. Tracked project costs including manpower and materials, optimizing budget allocations.
4. Assisted in implementing alarm management policies for the control room.
5. Created purchase orders and reviewed invoices for compressor station projects.
6. Performed general clerical duties, including procurement card audits and daily gas production reports.
7. Reviewed large appropriation transactions, ensuring proper documentation and processing.

Cost Technician/Cost Analyst

📅 Feb / 2023-Feb / 2024

Summit Peak Industries

📍 Denver, CO

1. Monitored project costs and managed accounts payable for turnaround projects.
2. Assisted in scheduling and managing the division chair's calendar effectively.
3. Coordinated faculty search processes and events for the division.
4. Composed and prepared letters and documents, maintaining organized filing systems.
5. Acted as a liaison between HR service center and department personnel for coordination.
6. Coordinated cross-departmental projects, enhancing collaboration and achieving project goals 20% ahead of schedule.
7. Analyzed data trends to inform strategic planning, resulting in a 25% increase in departmental efficiency.

## EDUCATION

Bachelor of Science in Finance

📅 Feb / 2022-Feb / 2023

State University

📍 Denver, CO

Focused on financial analysis, budgeting, and investment strategies.