ROBERT SMITH

Administrative Project Coordinator

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Administrative Project Coordinator with 3 years of experience in the Managing Executive Directors calendar and schedule meetings and appointments as requested, and also Screening incoming phone calls and routes calls or answers questions independently.

EXPERIENCE

Administrative Project Coordinator
ABC Corporation - MAY 2005 – JANUARY 2010

- Supervised/assigned student workers receptionist tasks, office deliveries, mail pick-up, and job prep tasks.
- Composed letters, emails, created office forms, proctored exams, reserved rooms, maintained petty cash.
- Maintained office equipment, office calendar, and supplies for multiple departments.
- Assisted with graduation, catered functions, priority registration, and honors weekend.
- Assisted with project implementation and successfully managed to convert 6,000-plus academic student files to an efficient electronic repository.
- Assigned student workers prepping tasks, scanned/reviewed documents, and regularly consulted the IT team on scanning issues/concerns as the project evolved.
- Processed expense reports, travel authorizations, requisitions, and check requests in the Ariba system.

Administrative Project Coordinator
Delta Corporation - 2000 – 2005

- Support as many as four project teams from commencement to fruition Prequalify, verify subcontractor proposals with architectural construction.
- Process payroll, per diem, expenses, mileage reports for survey crews Work with PMs to coordinate scheduling of all field survey crews Responsible.
- Prepare permit applications and documents to submit for new single-family construction of homes.
- Issue jobs to field by use of FAST and BuildSphere programs, along with preparing the job start documents for the superintendent and punch out.
- Send email notifications to superintendents, vendors, office staff of change orders that have been made per job.
- File and keep a record of permitting documents.

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- Manage event planning for the annual Interprofessional Geriatrics Training Institute, including registration, payment, space reservation, catering, .

EDUCATION

- BA

SKILLS

Documentation Skills, MS Office, Multitasking.