

Objective

I am seeking an administrative position that will make use of my experience and talents in a company where teaming, mutual respect and hard work are tantamount to the success of both the position and the company. I would like the opportunity to show you the value and contributions I can add to your business.

Skills

Process Management, MS Office, Client Relationship Management, Tracker / Document Management, Vendor Relations, Office Operations, Team Building / Leadership, High Degree Of Accuracy, Project Development / Reporting, Form Development / Task Management

Work Experience

Administrative Services Manager

Service Employees International Union - 2008 – July 2015

- Manage daily operations of a multi-functional department supporting entire organization, coordinates event planning, facilities management and purchasing activities of \$65 million dollar operation with 6 offices throughout California.
- Managed day-to-day activities to ensure staffing needs are covered and daily projects completed efficiently and timely. Managed supplies and equipment purchase, process and maintains accurate records.
- Project manager for projects within the department and across multiple departments. Developed departmental goals and objectives, tracked and reviewed progress.
- Conducted site research and made recommendations for office and meeting locations. Coordinated strategic planning, site selection, lease negotiations, scheduling, construction budgets, and relocation of 4 offices.
- Negotiated and review contracts, rates and terms with current facilities and suppliers.
- Maintained contact lists of vendors, suppliers and external customers.
- Managed event planning, logistics for quarterly council meetings, training, and large-scale events throughout California for 250 to 400+ attendees.

Director Of Operations

E.republic, Inc - 2005 – 2008

- Directed logistics for three annual conferences exhibit floors with up to 100+ exhibitors, special events, educational programs, 8,000+ attendees, and three annual executive events and meetings with 150+ attendees.
- Developed and administered annual operating budget exceeding \$750,000. 00.
- Collaborated with sales and marketing departments to deliver high-level events.
- Planned, coordinated large-scale programs, events, conferences, lectures, and meetings.
- Negotiated and served as liaison with hotels, convention centers, exhibitors, vendors, decorators, audiovisual services, speakers bureaus, caterers, entertainment and other facilities as needed.
- Oversaw all directives issued by the senior manager to include installation orders, policy letters.
- Appointed as the privacy and freedom of information act officer processed over 150 requests annually.

Education

Certificate in Leadership Development - (California State University Sacramento - Sacramento, CA)Project Management - (Ross School Of Business University Of Michigan - Sacramento, CA)Certificate in Leadership Development - (California State University Sacramento - Sacramento, CA)Project Management - (Ross School Of Business University Of Michigan - Sacramento, CA)