

ROBERT SMITH

Administrative Support Coordinator IV

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Dedicated and highly-motivated Administrative Support professional with experience in handling a wide range of administrative and Executive support related tasks and the coordination of planning large and small events and functions within assigned budget. Able to work independently with little or no supervision, well-organized flexible and enjoy the challenges of supporting a staff of diverse people and programs.

EXPERIENCE

Administrative Support Coordinator IV

Penn State University - 2009 - OCTOBER 2017

- Provide administrative support to the office of the chancellor by working with the faculty senate, international travel programs and external relations, theatre, the office of research and outreach, and the honors programs.
- Manage all curriculum that is offered at the college, with knowledge and expertise in the curricular process.
- Utilize Penn state university box platform to effectively change the way committees in the Faculty Senate receive information for meetings, therefore saving time, money and materials.
- Ability to work closely with members of the faculty with regard to faculty senate matters.
- Work with over 150 students in the honors program by creating events to enrich their educational experience and monitoring their academic progress. Build and sustain relationships with the students to help them achieve academic success.
- Work with the director of the international travel programs to encourage students to participate in our international study tour experiences. Knowledge of international travel procedures and university protocols related to travel.
- Organize training for faculty and staff with regard to curriculum and program development.

Administrative Assistant

Ebenezer United Methodist Church - 1998 - 2009

- Handled multifaceted clerical tasks (e. G. Data entry, filing, records management and billing) as the assistant to the pastor and child care director.
- Quickly became a trusted assistant known for my work.
- Managed all aspects of the office environment (ordered office supplies, obtained service.
- Maintenance of childcare tuition records, thereby reducing the number of delinquent payments.

- Ability to work closely with the pastor on church and personal issues.
- Implemented programs to increase daycare record keeping efficiency through the use of specialized software.
- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

EDUCATION

- Masters in Public Administration - (Penn State University)Bachelor Of Arts in Government - (Shippensburg University)Certificate in Advanced Paralegal Studies - (Central Pennsylvania College)

SKILLS

Office Management, Spreadsheets/Reports, Budgeting/ Accounts, Records Management, Event Management, Reconciliation, Database, Calendaring, Administration