



ETHAN MARTINEZ

Engineering Administrative Assistant

PROFESSIONAL SUMMARY

Accomplished Engineering Administrative Assistant with a decade of experience optimizing administrative functions in engineering environments. Expertise in project management, document control, and effective team communication, driving seamless operations and enhancing productivity. Eager to leverage strong organizational skills and proactive support to contribute to engineering project success.

WORK EXPERIENCE

Engineering Administrative Assistant/Supervisor

Pineapple Enterprises

Jan / 2019 - Ongoing
Santa Monica, CA

1. Organized and maintained comprehensive file systems for engineering documentation.
2. Coordinated the receipt and logging of all incoming engineering documents.
3. Managed the plotting and distribution of final drawings to customers via FedEx.
4. Converted engineering drawings to various formats including DWG and PDF.
5. Maintained inventory of office supplies and ensured printer functionality within the engineering department.
6. Assisted engineers by retrieving drawings from vendor FTP sites as needed.
7. Ensured accuracy and timely updates of customer drawings on the FTP site.

Engineering Administrative Assistant

Silver Lake Enterprises

Jan / 2015 - Jan / 2019
Seattle, WA

1. Coordinated dispatch of engineers for timely repairs and maintenance of hotel assets.
2. Managed purchase orders, ensuring accurate processing and confirmation.
3. Tracked budget adjustments resulting from maintenance requests for effective financial management.
4. Updated material management system for accurate inventory and resource allocation.
5. Maintained both digital and physical filing systems for engineering records.
6. Supported manager in scheduling and organizing department meetings and activities.

EDUCATION

Bachelor of Science in Business Administration

University of Engineering

Jan / 2012 - Jan / 2015
Chicago, IL

Focused on operational management and administrative processes.

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SKILLS

Data Analysis

Time Tracking

Budget Management

Engineering Software

Office Supplies Management

INTERESTS

Scuba Diving

E-sports

Reading Fiction

Puzzle Solving

STRENGTHS

Stewardship

Teamwork

Tenacity

Vision

LANGUAGES



English



Dutch



Mandarin

ACHIEVEMENTS

- Improved document retrieval time by 30% through an organized filing system.
- Coordinated logistics for engineering projects, ensuring timely delivery of materials.
- Streamlined project documentation processes, resulting in a 25% reduction in error rates.