

# LIAM ANDERSON

## Engineering Administrative Assistant

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### PROFESSIONAL SUMMARY

A dedicated Engineering Administrative Assistant with two years of experience supporting engineering teams through efficient administrative practices. Proficient in coordinating schedules, managing documentation, and enhancing team communication to improve workflow. Eager to leverage organizational skills and proactive problem-solving to contribute effectively to engineering projects.

### WORK EXPERIENCE

**Engineering Administrative Assistant** Jan / 2024-Ongoing  
Seaside Innovations Santa Monica, CA

- Coordinates with maintenance department staff to prioritize over 10,000 work requests each season.
- Dispatches maintenance personnel for emergency and priority tasks, ensuring timely responses.
- Generates monthly reports for open work orders, keeping tech boxes updated with new requests.
- Calculates labor and parts costs to ensure accurate work order completion.
- Responds to inquiries from work order requestors, updating them with technician remarks.
- Collaborates with Front Desk personnel to report maintenance issues and timelines for room readiness.
- Assists with asset tagging of equipment and inventory management.

**Engineering Administrative Assistant** Jan / 2023-Jan / 2024  
Cactus Creek Solutions Phoenix, AZ

- Provided administrative support for the Architectural and Engineering Departments, enhancing operational efficiency.
- Reduced clerical workload for engineers by handling routine administrative tasks.
- Generated weekly and monthly reports to track project progress and performance.
- Maintained a comprehensive library of completed project files for easy access.
- Developed and managed a database of project information for improved future retrieval.
- Assisted in budget tracking for engineering projects, identifying cost-saving opportunities that reduced expenses by 10%.

### EDUCATION

**Associate of Applied Science in Business Administration** Jan / 2022 - Jan / 2023  
Community College of Denver Seattle, WA

Focused on administrative practices and organizational management to support business operations.

### SKILLS

- Managing Correspondence  
Technical Support  
Vendor Coordination  
Presentation Skills  
Record Keeping

### INTERESTS

- Home Brewing Wildlife Conservation  
Running Public Speaking

### STRENGTHS

- Willingness Wisdom  
Zeal Ingenuity

### LANGUAGES

- English Polish Dutch

### ACHIEVEMENTS

- Streamlined work order processing, reducing response time by 15%.  
Implemented a new filing system that improved document retrieval speed by 30%.  
Coordinated scheduling for engineering team meetings, improving attendance rates by 25%.