

# Robert Smith

## Lead Administrative Assistant I

### PERSONAL STATEMENT

Highly adaptable and knowledgeable receptionist looking to further expand clerical administrative skills. Provide a professional atmosphere to any fast-paced office by maintaining a high level of organization.

### WORK EXPERIENCE

#### **Lead Administrative Assistant I**

**IMPERATIS CORPORATION - 2007 - 2019**

##### *Responsibilities:*

- Plan and facilitate broad range of administrative functions and coordinate shipments, controls and disposition of DOD cryptographic devices.
- Load program documents in SharePoint data repository as well as end-of-day production data into a worldwide DOD-owned data tracking system.
- Manage and maintain database accounts by reviewing account shipment data into the fielded accounts and accept shipments on behalf of the US Government into the specialized controlled government account.
- Review data shipment and transfer data and coordinate with transferors to ensure data integrity.
- Assist authenticated users in gaining access to the authorization process and acquiring Authorization Control Number (ACN), which gains them Government consent to acquire certain controlled US cryptography.
- Create database accounts, process ACN requests, and retrieve proof of deliveries from STARS account custodians and accept shipments into controlled US Government and foreign allied countries accounts.
- Formulate publication-ready briefing and report charts and tables using raw data sets.

#### **Lead Administrative Assistant**

**ABC Corporation - 2004 - 2007**

##### *Responsibilities:*

- Provided executive-level administrative support to a lead managing director and three direct reports with a demonstrated ability to improvise, improve procedures, and meet demanding deadlines.
- Assisted managing directors with expenses and billing.
- Managed calendars, including scheduling meetings, interviews and various appointments.
- Coordinated travel arrangements and itineraries for managing directors.
- Coordinated meeting reservations by booking conference rooms, filling audio-visual requests for flip charts, overhead projectors, etc.
- Prepared invoices, reports, memos, letters, mail merges and other documents using MS Word, Excel, and/or PowerPoint.
- Assisted with mailing tax organizers, tax returns and various documents

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Handling complaints ,  
Bookkeeping, Cleaning,  
Scheduling, Filing,  
Typing, Communication.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

during busy season and other tax deadlines..

## **Education**

- (Data Processing BEDFORD EDUCATIONAL CENTER)