

Project Administrator

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
linkedin.com/qwikresume
Address: 1737 Marshville Road,
Alabama.

Objective

Administrative support professional offering versatile office skills and proficiency in Microsoft Office programs. Strong planner and problem solver who readily adapts to change and works independently. Able to manage multiple priorities and meet tight deadlines without compromising quality.

Skills

Selling, Project Management, Prospecting, Project Coordination, Customer Service

Work Experience

Project Administrator

ABC Corporation - January 2011 - Present

- Generate documents for employee status changes in work location and/or positions, terminations, return to duty and/or leave of absences, and terminations.
- Initiate pre-employment drug screenings, on-boarding, new hire orientation, and respond to routine questions on policy and procedures, and monitor employee time and attendance.
- Maintain electronic data files on all personnel documents and actions for audits, tracking, and record.
- Create checklists for standard operating procedures on submission of offer letter requests and job opportunity requests for lower level and equal level personnel assistants before submitting for required signatures.
- Intercept calls/emails that do not require the immediate assistant of the program manager (pm).
- Compose correspondence and answer routine employee questions involving personal time off, benefits, tuition assistance, and other hr policies and procedures.
- Submit purchase request (pr) to the contracts representative and program manager for approval, obtain signatures, and maintain a digital file of all approved prs.

Travel Clerk/Expense Coordinator

ABC Corporation - January 2009 - Present

- Provide travel arrangements with specific airline carriers, hotel brands, and car rental agencies for employees traveling on assignment.
- Audit travel receipts for submission and reimbursement on authorized purchases for travel and non-travel expenses.
- Able to advise travel based on policies set forth by the joint travel regulations (jr) and the company travel policy.
- Coordinate with the employee what is available within the jtr rate if requests are not available.
- Input request into a company travel system, cliqbook, to generate a ticket request to the corporate office for approval.
- Submit accident information and the necessary documentation to the corporate office for processing when needed.

- Keep a secure data base of necessary employee data information for ease of booking/processing.

Education

Legal Environment Of Business - January 2008(Troy University)