

ROBERT SMITH

Project Administrator II

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

To provide career services as a Project Manager with the opportunity to work towards a Professional Engineer position. Capable of performing duties that require a comprehensive knowledge of organizational, legal, and structural policies, practices and procedures.

CORE COMPETENCIES

Advanced And Experience With Microsoft Suite, Internet, Adobe PDF, Dictaphone, Scanner And Type 55wpm Accurately

PROFESSIONAL EXPERIENCE

Project Administrator II

ABC Corporation - October 2009 – May 2012

Key Deliverables:

- Prepare incoming and outgoing visit requests for project employees and customers requiring access to the fort washington, md facility (fwf) and other customer locations.
- Maintain detailed customer data base for 200+ users, to include all contact information, (unclassified and secure) and disseminate information as requested to program managers.
- Update and maintain a website, to include posting of conference agenda, event calendars, and program notes and disseminate information to all customers.
- Prepare internal documents and process new employees through fwf security, information technology, and human resources offices.
- Prepare and process through the fwf security office, requests for onsite/off-site badges, cacs, pentagon badges and other customer site credential requirements.
- Process and track the status of sci nominations, and provide documentation to fwf security for additional program read ons.
- Provide daily administrative program support for a team of oracle consultants to include the coordination of internal and external meeting/conference requirements.

Administrative Assistant

ABC Corporation - February 2007 – October 2009

Key Deliverables:

- Headquartered in Reston, Virginia, web consulting, Inc is a consulting and technical services firm providing products and services to government and private sectors of the defense industry.
- Coordinated and performed a variety of staff and operational support activities for wbbs Patuxent River office (pro); served as liaison with other departments in the resolution of day-to-day administrative and operational issues.
- Planned and organized the details of special events, off-sites, kick-offs and project meetings, for company consultants, customers and prospective clients, which included maintaining the schedules for a decision center and three conference rooms.

ROBERT SMITH

Project Administrator II

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

- Provided on-site support for wbb corporate director of training for courses and conferences held at headquarters and customer locations.
- Assembled and distributed training materials, prepared training certificates and followed up with participants for additional training requirements.
- Coordinated vtc sessions with other wbb locations, industry partners and customers.
- Served as liaison with wbb corporate headquarters on all management information system and information technology issues, to ensure effective and timely problem resolution.

EDUCATION

- Associate's in Computer Networking & Systems - (ITT Technical Institute - Pittsburgh, PA)