

Robert Smith

Project Administrator/Office Manager

CONTACT DETAILS

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PERSONAL STATEMENT

Project Manager with more than 12 years experience in dealing with complicated project management infrastructures and issues for commercial properties. Astute team leader skilled at leading multiple projects, while simultaneously managing a cohesive group of staff members, and collaborating cross-functionally with all the professionals and non-professionals (senior management; shareholders, architects, engineers, trades and sub-contractors.) Handles all projects with utmost skill, professionalism, integrity and ethics.

SKILLS

Call Center, Microsoft Office, Customer Service Relations, Office Equipment, Contract Administration

WORK EXPERIENCE

Project Administrator/Office Manager **ABC Corporation - 2006 - 2016**

Responsibilities:

- Assisted senior management and consulting staff in the production of client-facing work product, including complex data analysis and expert reports used as testimony in legal proceedings.
- Coordinated travel for multiple managers; prepared complex expense reports to ensure timely reimbursement.
- Managed offsite file archives, reducing the amount of time necessary to retrieve data and resolving document issues quickly.
- Trained and mentored new administrative assistants and project administrators, ensuring a strong foundation in best practices.
- Created and presented a popular seminar on Microsoft word to educate consulting staff; was subsequently invited to present it to the finance department and project support group, becoming the go-to person for technical expertise.
- Contracted employee responsible for supporting project management initiatives and project teams made up of internal and external resources to deliver business solutions and services to the department.
- Managing multiple projects simultaneously, ensuring government satisfaction in accordance with contracts.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Executive Assistant/Proposal And Document Coordinator **ABC Corporation - 2004 - 2005**

Responsibilities:

- Supported president, vice president and director in delivering compliance-related, financial, management, and education solutions for non-acute healthcare providers such as hospices.
- Produced first drafts of complex reports for project managers, enabling them to concentrate on high-level tasks.
- Ensured the professional appearance of final reports as well as consistency with a company style guide.
- Created and revised operational checklists and instructions to reflect best practices; consolidated templates to ensure instant availability of required boilerplate documents.
- Organized field associate logistics (work schedules, travel,

accommodations, expenses); tracked project progress and responded to trigger events, guaranteeing that schedules were met.

- Created presentations, coordinated marketing events, scheduled meetings and conference calls, made travel arrangements.
- Generated expense reports, reviewed/handled incoming correspondence, performed general office duties.

Education

B.A. in Communication - (The Pennsylvania State University)