

# ROBERT SMITH

## IT Project Administrator

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

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### SUMMARY

Utilizing strong project management skills and proven track record of providing an excellent customer experience to help a company develop strong and long-lasting relationships with their clients. Coordinate and track project deliverable and outstanding action items. Attend meetings, prepare minutes and follow up with action items. Coordinate travel and expense reports for team members.

### CORE COMPETENCIES

Project Management, Sharepoint, Microsoft Office, Process Management, Document Management, Data Entry

### PROFESSIONAL EXPERIENCE

#### IT Project Administrator ABC Corporation - 2003 - 2006

##### Key Deliverables:

- Onboarding of new employees, ensuring their paperwork is correct as well as e-verify each employee for the region.
- Operate computers programmed with accounting software to record, store, and analyze information.
- Manage and track email communication in sap, prepare monthly communication status reports.
- Collaborate and coordinate with various staff members in preparing special projects and company events.
- Writes and delivers instructions to staff when projects affect work assignments and departmental operations.
- Interpret and implement business changes both technically and operationally.
- Co-manage the planning and development of the ever scare clinic conceptualize and implement projects by using statistical data and research to ensure that the most prevalent disparities are addressed.

#### Supervisor

#### ABC Corporation - May 1994 - July 1995

##### Key Deliverables:

- Responsible for all controlled substances brought into the facility.
- Oversaw incineration of expired controlled substances and worked with dea, OSHA, and FDA on all audits.
- Also, worked closely with the FDA on a new drug and abbreviated new drug applications.
- Developed new product literature and packaging components working with outside resources.

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- Prepare all purchase orders and change orders to send to the purchasing department.
- While ensuring minimal discrepancies throughout the controls turnover process.
- Provide clients with reports in a timely fashion with little to no errors.

### EDUCATION

High School Diploma - (Sullivan East High School - Bristol, TN)

