

Robert Smith

Project Administrator

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SUMMARY

More than fifteen years of progressive and diverse experience as an administrative support professional. Demonstrated expertise in diverse areas, including payroll, data entry, telephone support, scheduling, human resources, bidding and proposals, and customer service. Fast-learner of systems with the ability to determine and attain project objectives; adapts well to change and fast-paced work environments.

SKILLS

Microsoft Office, Project Management, Sales

WORK EXPERIENCE

Project Administrator

ABC Corporation - April 2013 - Present

- Prepares specialized reports and presentations for management or staff as they relate to the progress of new projects and initiatives.
- Development and administration of training for staff members at all levels.
- Prepare purchase requisitions including quotes and purchase orders while tracking invoice and payment history for the new york team.
- Manage and develop the ummc community advisory board as the community advisory board coordinator.
- Develop criteria and applications for potential ummc community advisory board members.
- Manage client relationships during the initial consultation phase and through entire new client implementation onboarding experience.
- Assist project director, logistics director, procurement manager and commercial manager with various aspects of the \$3. 8 billion project including.

Project Administrator

ABC Corporation - September 2003 - December 2008

- Accustomed to fast-paced, high-pressured positions, demonstrated an ability to prioritize multiple tasks, meet deadlines, and provide quality service.
- Handled filing, data entry, mail distribution, faxing, typing/word processing, prepared mass mailings and collating.
- Obtain copies of all necessary permits, licenses, insurance, and lien waivers.
- Provide administrative management for multi-phase commercial construction project.
- Processing waivers and access for the military bases across the country.
- Assist in the day-to-day administrative functions of the department as requested.
- Plan daily activities of the pulmonary, critical care and sleep, medicine physicians.

EDUCATION

Bachelor Of Arts in Psychology - (University Of Central Florida - Orlando, FL)