

Project Support Specialist

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

Project Support Specialist responsible for providing administrative support, training calendar development, and participant follow-up for the Innovations in Employment Supports Project and the NYS CASE projects.

Skills

MS Word, Team Leadership, Sharepoint.

Work Experience

Project Support Specialist

ABC Corporation - July 2011 – July 2015

- Reserved and prepared training space throughout NYS.
- Prepared materials, included the creation of PowerPoint presentations, copied, collated, and bind workshop materials.
- Corresponded with partner agencies and class participants to include workshop announcements, registration confirmations, etc.
- Prepared correspondence, charts for presentations.
- Answered telephones; accurately took and delivered messages.
- Tracked Action Items and compiled meeting minutes.
- Arranged meeting logistics, including agenda, attendees, reserved conference rooms, and/or call-in numbers, traveled information; set up weekly telecoms.

Project Support Specialist

Delta Corporation - 2014 – 2018

- Provided executive administrative support to senior leadership with primary emphasis on the CIO and CFO.
- Management of busy complex calendars, video conference rooms, extensive travel plans, expense reports, and power-point presentations.
- Assumed additional responsibilities/duties as requested by immediate supervisor and other senior leadership team members as business required.
- Data processing insurance policies into a new computer system while paying close attention to detail as these are legal documents.
- Reconciled final project closeout Attended Crystal Reports training (basic skills).
- Monitored and evaluated the performance of contacts; Gathered and analyzed data Input data entries into the computer Follow-up with contacts.
- Processed customer requests for Run Rate projects and custom orders within JDE with both auto-entry P.O.s as well as manual P.O.s Manage ticketing.

Education

High School diploma - (Delaware Valley College - Doylestown, PA)