

Robert Smith

Senior Project Administrator/Consultant

CONTACT DETAILS

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PERSONAL STATEMENT

Exceptional written and oral communication skills Demonstrated ability to develop and maintain excellent long term client relationships Ability to interact with a variety of individuals in a courteous, professional manner Proven capability to work well under pressure and within tight deadlines Proactive leader recognized for team building skills and superior client service Extensive experience preparing eloquent and organized marketing materials Advanced proficiency in Excel, Word, Power Point, Internet Research.

WORK EXPERIENCE

Senior Project Administrator/Consultant

ABC Corporation - May 2001 - August 2008

Responsibilities:

- Managed procurement of project equipment and supplies.
- Managed overall project revenue and financials (actual vs.budget/forecasting).
- Prepared of project related documents including but not limited to Statement of work, progress reports, tracking of man-hours and expense budgets, material requisitions, as required for each project and the generation of project billings/invoices.
- Responsible for contract review, scheduling and planning, resource allocation, staffing requirements and scope change procedures.
- Provided effective executive-level administrative support in management of travel arrangements, calendar and e-mail communication.
- Organized and managed details of multi-party conference calls, in-house/off-site meetings and luncheons, itineraries, and agendas.
- Collaborated with departmental managers/sales team for the monthly regional report; facilitated accurate and timely writing, editing, and preparation of final copy from draft to distribution.

Senior Project Administrator

Delta Corporation - 1999 - 2001

Responsibilities:

- Assist with development and review of the annual budget in accordance with strategic sales goals and objectives.
- Prepare an evaluation summary cost analysis report.
- Responsible for evaluating market research and adjusted marketing strategy to meet changing market and competitive conditions.
- Conducted training and workshops to staff and consultants concerning customer service, quality control, government contracts and policy changes implemented by executive management.
- Define data requirements in collaboration with digital, marketing, and external teams Well-organized, detail oriented, has great communication skills and thrives in a fast-paced environment.
- Analyze/understand defined segments, customer behavior, and

SKILLS

Fluent In Mandarin And Taiwanese. Macintosh, Windows, Access, Acrobat, Excel.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

customer journeys to inform audience segmentation strategy

- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Bachelor of Science in Applied Management - (Ohio University - Athens, OH)