

## Objective

Detail-oriented assistant with experience coordinating office management and special projects with a high degree of efficiency. Served as point-person for executives, managers, clients, and vendors to ensure proper lines of communication. Maintain excellent communication skills, problem resolution ability, and a high level of confidentiality as well as effectively providing advanced word processing support.

## Skills

Microsoft Office, HTML 5, CSS3, Web Development, SEO, SEM.

## Work Experience

### Technical Administrative Assistant

**ABC Corporation** - May 2008 – December 2009

- Supplied service order numbers, form and supporting documentation to Technical Coordinators, Maintenance Administrator, & Fleet Technical Manager as requested.
- Tracked all service reports to ensure timely receipt.
- Prepared a standard packet of supporting documentation in NS5 for each service order by scanning & attaching all documents to the appropriate service order when invoice is received.
- Scanned certificates into the system for updating the vessel data base.
- Organized, maintained shared excel spreadsheet for dry dockings, underwater cleaning, key vendors, ports, & agents contact details, etc.
- Tracked & monitored receipt of replies/reports for fleet-wide projects.
- Created folders & binders for Technical Department as required.

### Technical Administrative Assistant

**Delta Corporation** - 2003 – 2008

- Scheduling Create, proofread and edit geotechnical engineering reports Receive inbound phone calls Created a program to help geotechnical engineers .
- Supported external employees via Intranet Utilized User Management eRoom Collaborative Tool to set permissions Coordinated RSA Token, Laptop & .
- [www.barebonesnetworking.com](http://www.barebonesnetworking.com) Software sales and customer service Server building and Virus Removal Procedure documentation.
- OCONUS - Afghanistan, Helmand Province Sole technical administrative assistant providing operational support for Camp Leatherneck and surrounding .
- Staff safety, staff accountability, and assessments Update all databases relevant to track all electrical hazards found on Camp Leatherneck and .
- Processed travel documents, visas, country clearances and travel arrangements for more than 180 personnel - Maintained all training, medical and .
- Performed administrative duties as an Owners Authorized Representative (OAR) for Orlando Airport.

## Education

GED