**Alex Alumni**

Orlando, Florida 407-555-5555 AlexAlumni @yahoo.com LinkedIn URL

**A D M I N I S T R A T I V E A S S I S T A N T**

**PROFESSIONAL SUMMARY**

An accomplished, results-oriented business management professional offering 6+ years of high-level administrative support in both non-profit and government organizations. Skilled in managing multiple projects, meeting deadlines, and resolving issues prior to escalation. Thorough working knowledge of office management and procedures and MS Office applications. Consistently recognized for proven capability in office administration, record keeping, preparing reports, and performing customer-oriented tasks.

**CORE COMPETENCIES**

Budget/Financial Analysis Office Management/Customer Service Event/Meeting Coordination

Process Management Research/Data Analysis Report/Proposal Writing

Calendar Management/Scheduling Financial Reports/Excel Travel Coordination

**PROFESSIONAL EXPERIENCE**

**ADMINISTRATIVE ASSISTANT III** May 2019 – Present

*Lockheed Martin-Orlando, FL*

Provides executive-level administrative support to the Director and 5 Systems Engineers.

* Organizes and manages team building and staff morale activities, visitors, and client events.
* Prepares executive level presentations and meeting materials.
* Coordinates daily administrative office procedures and contract strategic planning.

**SENIOR SECRETARY** June 2017 –May 2019

*Florida Hospital- Orlando, FL*

Served as liaison between Professors, Dean, and Administrator.

* Assisted with the credentialing of Professors, maintained staff files and databases.
* Supported medical students and organized campus orientations and graduation ceremonies.
* Planned meetings and events attended by renowned doctors throughout Central Florida.

 ***Key Achievements:***

* Created a new database to maintain professor and physician information.
* Facilitated easy access and quick retrieval of information through design and implementation of new filing system

**ADMINISTRATOR**  May 2014 – June 2017

*Daytona Beach Chamber of Commerce-Daytona Beach, FL*

Liaison between property owners, tenants, and vendors regarding building repair, maintenance, and landscaping.

* Provided administrative support for two executives encompassing calendar management, travel coordination, preparation and distribution of correspondence, financial reports, spreadsheets, and presentations.

**EDUCATION**

**Bachelor of Arts Degree in Business Administration**

University of Central Florida, Orlando, Florida

**Relevant Coursework:** *Accounting (Advanced), Small Business Management, Federal Tax Accounting*

**PROFESSIONAL AFFILIATIONS**

American Marketing Association, AMA *- Membership Committee*  January 2006-Present