
Admin Coordinator Resume

Job Objective

To obtain an Admin Coordinator position and to contribute to the success and reputation of the company.

Work Experience:

Admin Coordinator, August 2005 – Present
Honeywell International, Cedar Rapids, IA

- Managed overall operation of the office and provided support to executive management.
- Managed departmental budget-related activities, reconciled and ensured budgetary compliance.
- Supervised support staff and conducted performance appraisals, provided work directives, and coordinated training needs.
- Planned and organized procedures and prioritized workflow to ensure efficient operation of the office.

Admin Coordinator, May 2000 – July 2005
Tempemployment, Cedar Rapids, IA

- Assisted with events to include planning, producing flyers, brochures, and operations manual and scheduling meetings.
 - Handled and maintained confidentiality of personnel records, files, and information.
 - Updated databases, organized files and records, drafted correspondence, reports, presentations and other documents.
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Summary of Qualifications:

- Strong accomplished experience in admin and coordination
 - Outstanding experience in Microsoft Outlook scheduling and event planning
 - Good knowledge of general office procedures and techniques to the completion of assignments
 - Proficient in all Microsoft Office software to include Publisher, Photoshop, and Internet
 - Excellent interpersonal and organizational skills
 - Superior oral and written communication skills
 - Excellent telephone etiquette
 - Remarkable ability to organize workflow, prioritize workload and coordinate activities
 - Amazing ability to manage and maintain confidential information.
 - Outstanding ability to analyze and interpret policy and procedural questions
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Education:

Bachelor's Degree in Administration, Niagara University, New York, NY

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