
Admin Executive Resume

Job Objective

Respected Admin Executive seeks position where my skills would be used for the betterment of the company and its employees.

Highlights of Qualifications:

- Remarkable experience in administrative area
 - Sound knowledge of handling sensitive and confidential situations with discretion, tact and diplomacy
 - Proficient in MS Office suite
 - Excellent verbal and written communication skills
 - Superior project management and organizational skills
 - Ability to manage data entry and workflow via online systems, databases, and web sites
 - Ability to operate effectively in a highly matrixed, shared services environment
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Professional Experience:

Admin Executive

Adam Personnel, Inc., Charlotte, NC

August 2007 – Present

- Handled telephone enquiries and prioritized urgent calls.
- Scheduled and arranged meetings and parties; prepared and distributed meeting materials.
- Coordinated in arranging business travel; prepared travel and expense reports.
- Managed and coordinated administrative coverage for team.
- Maintained files in accordance with departmental policies and guidelines.

Admin Executive

Bartech Group, Charlotte, NC

May 2004- July 2007

- Maintained and updated clients database.
 - Reviewed and processed executives' mail.
 - Assured continuum of work flow in executives' absence.
 - Prepared expense reports.
 - Scheduled in office and external meetings, appointments and conference calls.
 - Assisted with special event planning.
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Education:

Bachelor's Degree in Human Resource

Westfield State College, Westfield, MA

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