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## Admin Team Leader Resume

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### Job Objective

To obtain an Admin Team Leader position with reputable company in which to put my skills and experience to good use.

### Summary of Qualifications:

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- Solid understanding of contractual terms and regulatory requirements
- Ability to perform the described role and responsibilities and achieve the desired results
- Ability to control costs and effectively implement programs with impact to division-wide efforts
- Ability to manage multiple projects simultaneously
- Excellent leadership, management and motivational skills
- Exceptional customer service skills

### Work Experience:

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Admin Team Leader, August 2005 – Present  
Parker Hannifin, Farmington Hills, MI

- Implemented new program contractual activity for Systems pursuits.
- Created processes and systems that ensured flow-down of critical contract terms, conditions and requirements through the applicable FSD Business Units.
- Cataloged FSD Business Units on Contracts matters.
- Maintained follow-on business and identified new business opportunities.
- Monitored contracts functional consistency across the various FSD sites.

### Education:

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Bachelor's Degree In Business Administration, Western States Chiropractic College, Portland, OR

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