
Administrative Consultant Resume

Job Objective

Seeking an Administrative Consultant that offers an immediate challenge, career opportunity, and advancement.

Work Experience:

Administrative Consultant, August 2005 – Present
Synectics, Visalia, CA

- Performed and conducted general secretarial and administrative assignments in support of an external affairs office.
- Communicated with high-level customers and stakeholders and provided general support for a Regional Director.
- Worked with staff and maintained secret and time-sensitive information.
- Processed mail, managed telephone, filed, copied, faxed, scheduled meetings and conference calls and attended customer complaints.

Administrative Assistant, May 2000 – July 2005
PRC, Visalia, CA

- Supported Managers and Sales Consultants with administrative duties.
 - Managed and updated vendor acceptance database.
 - Prepared and updated industry job aids.
 - Accomplished data entry and management of data required to produce reports for the program.
 - Initiated and coordinated communications and activities with employees.
 - Coordinated, collaborated and provided support for Center Coordinator, front desk duties and cleanliness of center.
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Summary of Qualifications:

- Remarkable experience in marketing, and administrative work
 - In-depth knowledge of recruitment and staffing industry
 - Proficient with Microsoft Office applications Word, Outlook, PowerPoint and Excel and Lotus Notes
 - Good understanding of company policies and procedures relating to administrative functions
 - Ability to Interact with high-level customers and stakeholders and work with all levels of management
 - Excellent interpersonal and organization skills
 - Strong oral and written communication skills
 - Superior training and presentation skills
 - Excellent ability to perform well in a fast-paced settings
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Education:

Bachelor of Business Administration, Jacksonville State University, Alabama, AL

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