
Administration Director Resume

Job Objective

Looking for employment as Administration Director for a full time position in order to practice my expertise and knowledge in the field.

Summary of Qualifications:

- Remarkable experience in office management
 - Profound knowledge of personnel and payroll administration, and staff supervision
 - In-depth knowledge of managing financial systems and providing financial oversight
 - Sound knowledge of modern principles and practices of public administration
 - Skilled in training staff and developing training materials for organizational policies and procedures
 - Familiarity with budgeting, financial analysis, and labor relations
 - Proficient in Internet Explorer, Microsoft Word, PowerPoint, Outlook and Access
 - Excellent written and oral communication skills
 - Superior managing and budgeting skills
 - Highly organized with intense attention to detail
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Work Experience:

Administration Director, August 2005 – Present
Hearth Connection, Beaumont, TX

- Managed financial and human resources management systems.
- Assessed organizational needs and implemented new technology and practices to streamline and strengthen key organizational processes Accounting and Financial.
- Developed budgets and provided ongoing analysis and relationship of expenditures to income.
- Assisted the Executive Director with financial information and counsel.
- Oversaw the services of third party financial services vendor and reconciliation efforts.
- Implemented human resources policies and processes in alignment with organizational policies and objectives.

Administration Director, May 2000 – July 2005
Hartford Job Corps Academy, Beaumont, TX

- Provided administrative oversight of the financial staff.
 - Managed and systematized business policies and practices.
 - Supported and advised the Executive Director and President in making decision as it related to administrative operations.
 - Lead and supported organizational budgeting process.
 - Ensured that relevant financial data is communicated regularly to the Executive Director and President.
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Education:

Bachelor's Degree in Accounting, Elon University, Elon, NC

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