
Administration Supervisor Resume

Job Objective

Seeking dependable agency in which my Administration Supervisor skills can advance and grow with the company.

Highlights of Qualifications:

- Working knowledge of the pre-employment process
 - Proficient with Microsoft Office Suite – Excel, PowerPoint, Word and Outlook
 - Excellent communication and presentation skills
 - Ability to communicate with external and internal clients at all levels
 - Ability to prioritize competing demands in a fast paced sales environment
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Professional Experience:

Administration Supervisor
DeVry, Inc., Rocky Mount, NC
August 2005 to till date

- Reviewed all incoming printing orders and supervised Design & Print Manager of any special requirements.
- Liaised with external suppliers relating to estimates, specifications and production.
- Prepared costs and estimates for customer departments and other appropriate bodies.
- PSI Marketing, Rocky Mount, NC Developed and maintained the production control system with the Unit.

Administration Supervisor
June 2002 to July 2005

- Coordinated and monitored programs and projects for assigned work unit to establish goals and objectives.
 - Advised changes and improvements to management regarding work unit policies and issues to enhance productivity.
 - Managed daily design, direction and coordination of operations, services and programs specific to assigned work unit.
 - Prepared informational reports to provide accurate and varied information.
 - Processed information to draw valid conclusions.
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Education:

Bachelor's Degree in Business Administration
Lackawanna College, Scranton, PA

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