
Administrative Associate Resume

Job Objective

To obtain an Administrative Associate position and utilize my experience and skills for the successful completion of each job task.

Summary Skills:

Remarkable administrative experience working in a fast-paced environment
Familiarity with office equipments (copiers, faxes, scanners and postage machine)
Proficient in using email, calendar, word-processing, spreadsheet, database and presentation applications
Strong organizational and prioritization skills with the ability to multi-task
Profound skills in writing and interpersonal communications
Excellent organization, meeting planning, and project management skills
Ability to handle routine and important assignments with minimal supervision

Work Experience:

Administrative Associate, August 2005 to till date
Stanford University, Luling, LA

- Maintained the Head Coach's schedule and calendar; arranged business travel; received email and reported to his attention.
- Received and logged all incoming telephone calls and requests for the Head Coach; and returned calls as directed by the Head Coach.
- Received and opened mails of the Head Coach and distributed general mails to appropriate department.
- Welcomed and greeted all visitors in a professional and timely manner.
- Assisted the Assistant Director of Operations with on-campus recruiting events and with incoming student-athlete's during mid-year and summer transition.
- Coordinated with Media for scheduling Head Coach's speaking engagements and media interviews.

Administrative Associate, May 2000 to July 2005
Daymon Worldwide Inc., Luling, LA

- Supported multiple institutional sales professionals with general business and administrative needs.
 - Managed to independently exercise good judgment, discretion and sound reasoning in making important decisions.
 - Assisted in coordinating with senior level executives in preparation of marketing materials for presentations.
 - Facilitated to Sort, screen, review and distribute incoming and outgoing mail; compose, edit, proofread correspondence and reports; and respond to a variety of written inquiries in a timely manner.
 - Functioned as interface between management team and other departments.
 - Handled confidential information in a professional and discreet manner.
 - Performed other duties and special projects as needed or assigned.
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Education:

Associate Degree in Business Administration, Northern State University, South Dakota, SD

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