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## Administrative Specialist Resume

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### Job Objective

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Looking for work within the company in the position of Administrative Specialist. Experienced with behind the scenes managerial duties as well as hands-on work in the industry.

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### Highlights of Qualifications:

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- Remarkable experience in imparting support to organizations
  - Huge knowledge of office practices
  - Steep knowledge of MS Office
  - Amazing ability to carry out professional administrative support duties
  - Outstanding ability to manage independently and maintain profitable relationships
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### Professional Experience:

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Administrative Specialist  
Premier Farnell Group, Rocky Mount, NC  
May 2006 – Present

- Managed training and formulated reports.
- Outlined interoffice correspondence and miscellaneous documents.
- Checked work for accuracy.
- Handled telephone calls and requests.
- Arranged department records and files.
- Administered required safety training.

Administrative Specialist  
Halliburton Energy Svc., Inc., Rocky Mount, NC  
March 2003 – April 2006

- Imparted professional administrative support.
  - Handled special projects and formulated spreadsheets, presentations and reports.
  - Extended hiring process support.
  - Managed park facility reservation system.
  - Evaluated office budget; office supplies and equipment management.
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### Education:

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Bachelor's Degree in Business Administration  
Life University, Marietta, GA

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