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## Committee Administrator Resume

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### Job Objective

Committee Administrator seeking position in which to use my skills to their fullest to help improve the organization as a whole.

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### Work Experience:

Committee Administrator, November 2007 – Present  
I&DeA, Mount Hope, KS

- Assisted the elected members of the committee to follow the procedures and regulations of the committee.
- Participated in the council meetings and recorded the minutes of the meeting.
- Coordinated with the other members and services within the council.

Committee Administrator, December 2001 – October 2007  
Newry and Mourn District Council, Mount Hope, KS

- Implemented the decisions and various policies taken by the Committee members.
  - Gathered the data for the meetings, collated information to be presented by the Director or Chief Executive.
  - Maintained relations with the ministerial offices, government agencies and various public bodies associated with the committees.
  - Organized the meetings and reminded members of the same.
  - Implemented the new procedures as recommended in the committee meetings and used information technology for the same.
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### Summary of Qualifications:

- Ability to prepare reports and the agendas for the committee meetings
  - Ability to present information in an easy language that is comprehended by everyone
  - Ability to work alone and take initiative
  - Ability to develop business plans maintaining the committee's procedures
  - Proficient with Microsoft Office and Lotus Notes
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### Education:

Bachelor's Degree in Public Administration, Union University, Jackson, TN

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