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## District Administrator Resume

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### Job Objective

Looking for work within your organization as a District Administrator so as to help you advance as a business as well.

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### Summary of Qualifications:

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- Remarkable experience in administrating a general office
  - Expertise in the general construction work
  - Sound knowledge of the work rules and procedures
  - Proficient with Microsoft Word, Excel, Outlook and PowerPoint
  - Ability to coordinate weekly business review meetings and submit minutes to regional office manager
  - Ability to lead the district personnel and work in a team environment
  - Ability to communicate and delegate work effectively
  - Ability to accept criticism from associates on the construction
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### Work Experience:

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District Administrator, November 2007 – Present

RadioShack, Ashburn, GA

- Reconciled the petty cash, ordered office supplies for the branch.
- Prepared all paperwork for the Sales and Production team.
- Maintained all business equipment and supplies.
- Monitored the payments to the sub contractors after the completion of a project, reviewed the project before paying.
- Audited all the required paperwork to check for the accuracy.
- Provided the necessary support for administering the phone calls.
- Supported the district management in providing the necessary administrative support.

District Administrator, December 2001 – October 2007

Nalco, Ashburn, GA

- Recorded the payrolls and processed them through the Etime system.
  - Supported the district by providing the necessary information on the district and processed the journal entries.
  - Assisted the rental groups with various processes such as billing and insurance coverage.
  - Analyzed the various reports filed by the location managers.
  - Developed and implemented the various operating policies.
  - Reviewed the correspondence made by the people of the district.
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### Education:

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Bachelor's Degree in Systems Engineering, Northwestern State University, Natchitoches, LA

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