
IT ASSISTANT RESUME

Objective:

To obtain the IT Assistant position that will expand and develop my skills.

Summary of Skills:

- Possess IT technical knowledge and language
- Ability to schedule and coordinate internal and external meetings, events, interviews, various department meetings and appointments.
- Excellent communication and analytical skills

Work Experience:

IT Assistant

Liberation Programs, Inc., Romeoville, IL

August 2005 to till date

- Managed department's performance review process.
- Updated and post documentation at IT SharePoint sites.
- Provided solutions and funnel inquiries from internal staff and external inquiries.
- Updated website with new content, promotions and various web related functions.
- Investigated and implemented new strategies for mass communication.
- Created, edited and formatted documents for publication.

IT Assistant

Camber Corporation, Romeoville, IL

May 2000 to July 2005

- Managed meeting minutes, complex calendars and agendas.
- Organized and booked travel both, domestic and international.
- Arranged and organized itinerary and business visits.
- Submitted expense reports and ensured expenses are reimbursed.
- Managed organizational charts and provided updates.

Education:

Bachelor's Degree in Business Administration

George Washington University, Washington, DC

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