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## Lead Administrator Resume

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### Job Objective

Seeking a Lead Administrator position that enables me to make positive contributions to the organization by utilizing my prior skills in the field.

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### Highlights of Qualifications:

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- Highly experience as Lead Administrator and Office Manager
  - Huge knowledge of financial institution
  - Deep knowledge of computer software applications
  - Amazing ability to interact with individuals at all levels
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### Professional Experience:

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Lead Administrator  
CACI International, Inc, Honolulu, HI  
November 2007 – Present

- Handled phone calls from potential customers.
- Forwarded Sales Leads to Sales Reps.
- Managed with varied Excel reports.
- Regulated logging activities and running reports.

Lead Administrator  
Pearson VUE, Honolulu, HI  
December 2003 – October 2007

- Managed ordering of office supplies.
  - Recruited new administrators and coached new office support staff.
  - Aided as primary support person.
  - Imparted primary support to Branch Manager and District Office.
  - Handled vendor calls and property management issues.
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### Education:

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Bachelor's Degree in Business Administration  
Lewis-Clark State College, Lewiston, ID

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