
PROJECT ADMINISTRATOR RESUME

Objective:

To utilize my skills in project support as a Project Administrator and provide excellent service to all levels of customers. My skills in project administration and strong organizational and management skills will help me achieve in doing so.

Education:

M.S in Electrical Engineering, 2002
Stanford University

B.S in Mechanical Engineering, 1999
Stanford University

Skills:

- Superb Customer service skills
- Ability too multitask
- Excellent written and oral communication skills
- Skilled in MS Word, Excel, PowerPoint, and Photoshop
- Designing tools: Unigraphics, Pro-E, Auto CAD, CATIA
- Strong analytical skills

Experience:

- Overhead Project Administrator, 2008-present
- The Hale Group, Ltd., Alpine, CA

Responsibilities:

- Provided administrative and project support to sales team.
- Managed various projects to both internal and external customers.
- Provided customer service including client visits.
- Project Administrator II, 2005-2008
- Halewood Int'l. Limited, Alpine, CA

Responsibilities:

- Monitored the logistics of sales office organization to ensure proper handling of supplies and invoices.
- Organized a 10-hour conference for new entrants regarding handling irate customers.
- Acted as Business Development Director and organized mail campaigns and presentations.
- Project Administrator I, 2002-2005
- Hallex Corporation, Alpine, CA

Responsibilities:

- Provided administrative and project support to sales team.
- Managed various projects to both internal and external customers.
- Provided customer service including client visits.
- Project Administrator II, 2005-2008
- Halewood Int'l. Limited, Alpine, CA

Certifications and Affiliations:

Certificate in Photoshop and Adobe Programs
Association of Project Administrators

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