
PROJECT ASSISTANT RESUME

Objective:

To obtain the position as Project Assistant to ensure the smooth and conflicts free functioning of all operations of the organization.

Summary of Skills:

- Strong written, verbal and interpersonal communication skills
- Exceptional planning, organizing and time management Skills
- Knowledge and understanding of purchase orders and invoicing
- Ability to work in a team and meet performance deadlines in a dynamic environment
- Demonstrated ability to work appropriately with confidential information
- Ability to document and manage file, including both hard copy and electronic project files

Work Experience:

Project Assistant
Segula Technologies, Grand Rapids, MI
August 2005 to till date

- Assisted project team with organizing and consolidating project files, data and/or documents.
- Participated in Project Team planning meetings ensuring to take minutes.
- Assisted with project closeout, distribution and tracking of "punch lists".
- Handled all relevant work concerning subcontract insurance requirements.
- Assisted subcontractors and suppliers with understanding and fulfilling the OCIP and Affirmative Action requirements and Security Clearances.
- Computed, maintained all data and documents and ensured to generate necessary reports.

Project Assistant
ACLU, Grand Rapids, MI
May 2000 to July 2005

- Demonstrated cooperative work style within the team environment to achieve project success.
- Computed documented and distributed Subcontracts, Purchase Orders, Work Releases and other similar project-related agreements.
- Managed the process of tracking and obtaining executed Subcontracts.
- Administered all insurance related matters concerning the project.

Education:

Associate Degree in Administrative Assistant
University of Iowa, Iowa City, IA

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