
TECHNICAL ADMINISTRATIVE ASSISTANT RESUME

Objective:

To obtain the position as Technical Administrative Assistant to ensure smooth and conflict free functioning of all operations within the organization.

Summary of Skills:

- Proficient in Integrated Planning Tool (IPT) and Outlook Soft Everest platform
- Expert in development of presentations and graphics layout
- Strong analytical and QA / QC skills
- Able to deliver high quality independent work
- Proven multi-tasking and work-prioritization capability
- Handled proprietary information appropriately

Work Experience:

Technical Administrative Assistant, August 2005 to till date
Tetra Tech, Wayne, NJ

- Developed and upgraded all IPT database templates supporting monthly, annual and other periodic planning processes.
- Developed and planned Group Global Shares, Lotus Notes groups, and LAN Shares for each of the respective planning processes.
- Performed system maintenance as required including updating user access data and project property information.
- Prepared and updated Key Plan Cycle documents including summaries of EMDC projects, contact lists, and milestone calendars.
- Computed all project data ensuring accuracy; managed and controlled changes to databases; and fulfilled data requests from other planning groups.
- Coordinated with the Plan & Budget (P&B) coordinator to create presentation templates for all reviews.

Technical Administrative Assistant, May 2000 to July 2005
Hartwick College, Wayne, NJ

- Handled graphical layout of presentations and provided technical writing inputs as needed.
- Managed to search and query existing databases and collect additional input from external sources ensuring accuracy.
- Annotated and documented all source data appropriately and generated data for presentations.
- Provided technical expertise on use of the planning database, its functions and features.
- Created complex queries and reported from the database and summarized results.
- Communicated all database issues, requests, and upgrades and facilitate to resolution.

Education:

Associate Degree in Business, Pellissippi State Technical Community College, Knoxville, TN

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