

**AMY ADMIN**

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 City, State USA \* XXXXX  
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**OBJECTIVE**

To obtain a job in an office administrative role for an engineering / design company.

**EDUCATION****Bachelor of Arts, Business Administration / Art History**

University of the State, graduated Magna Cum Laude  
 September 1992 - June 1996

**SKILLS**

Microsoft Office Suite: Word, PowerPoint, Excel, Access, Outlook  
 Peachtree Accounting Software  
 Adobe: In Design, Photoshop  
 Typing: 75 WPM  
 Fluent in Spanish

**QUALIFICATIONS**

- \* Fourteen years of experience in office and project management
- \* Background in working with executives, managers, vendors and staff
- \* Record of designing and implementing successful operational programs
- \* Experienced in event planning, hiring and customer relations in various fast-paced professional environments
- \* Highly organized with strong interpersonal skills

**PROFESSIONAL EXPERIENCE****Office Administrator****Industrial Design Co. City, State XXXXX**

(01/2009 – Present)

Manage operations (public relations, marketing, and business development) and administrative support for a national engineering firm.

***Report to the Executive Director.***

- Direct the day-to-day operational administration of the organization
- Developed and currently maintain the accounting system with reporting to the Board of Directors
- Support a high profile Board in preparing for meetings, retreats, conventions
- Participated in vetting resource organizations leading to a substantial list of professional organizations. Engage with, and maintain nationwide referrals and contacts with these organizations
- Manage day to day operations of office
- Managed a high volume travel and speaking calendar for Executive Director

**Office Administrator****Design Company City, State XXXXX**

(1/2005 – 12/2009)

***Report to the Executive Director***

Manage office operations and administrative support for mid-sized engineering firm

- Interviewed, selected and managed vendors and contractors with input from director

- Established project budgets and timetables, monitors expenditures and schedules and coordinates meetings with outside contractors
- Administered day-to-day office operations
- Wrote content for quarterly company newsletter, interviewed new staff members

**Office Manager****Design Company City, State XXXXX**

(05/1999 – 12/2004)

Managed the Corporate HQ administrative functions supporting 150 staff including senior management. Coordinated the development, design and distribution of reports to management and other internal departments.

***Provided direct support to the HR and Executive Directors.***

- Facilitated relocations, hiring decisions, and kept office well-stocked
- Planned events for staff and corporate community involvement including corporate retreats, staff social events receiving recognition for organization and content of functions
- Supervised all charitable giving making decisions on contributions of money and staff time

**Administrative Assistant****Industrial Design Corporation, City, State XXXXX**

(01/1997 – 03/1999)

***Reported to the Office Administrator***

Various administrative functions. Coordinated the development, design and distribution of reports to management and other internal departments. Maintained relationships with clients.

- Organized and managed major meetings and social events
- Designed company newsletter and provided content for newsletter
- Interviewed staff

**INTERESTS****Volunteer, Local Community Organization****City, State XXXXX**

(1997 -1999)

**Active member of XYZ Non-Profit (Treasurer since 2008)****City, State XXXXX**

2002 – Present

*References are available upon request.*