

# JAMES WHITE

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999 Main Street  
Any Town, NY - 99999

999.999.9999  
email@yahoo.com

## SUMMARY

Resourceful administrative professional with extensive experience providing support to executives and departments. Skilled in coordinating conferences, projects, meetings and travel arrangements. Able to balance the needs of management, provide excellent customer service, and maintain high level of confidentiality and schedules with ease. Utilize strong organizational, planning and communication skills towards improving operational efficiency.

## COMPUTER SKILLS

- Microsoft Word, Excel, PowerPoint, Access, Visio (All of these are intermediate to advanced level)
- Adobe Illustrator, Photoshop, InDesign, Acrobat CS4
- Basis / JD Edwards, GroupWise, Astea, Crystal Reports, Nortel Symposium, Lotus Notes, Outlook, Act, SAP

## PROFESSIONAL EXPERIENCE

**ABC Inc., Any Town, NY**

**2008 – 2010**

**Practice Administrator/Senior Administrative Assistant**

- Provides administration support of up to Managing Directors, Directors and other team members as necessary.
- Backs up other Practice Administrators/Administrative staff as necessary.
- Arranges extensive domestic and international travel, including obtaining passports and visas when necessary, while checking low cost options.
- Completes time and expenses for most team members.
- Schedules conference calls, conference rooms and catering on and off-site
- Maintains databases in Outlook.
- Manages on-boarding and off-boarding of new hires and terminating employees, including office space, building ID, telephone, equipment and technology needs.
- Edits prints and binds presentations, pitch books, etc.
- Sends mass mailings both by hard copy merges and e-mail merges.
- Manages supplies, checking low cost options.
- Responsible for coordinating all aspects of managing an office.

**XYZ Corp., Any Town, NY**

**2002 – 2007**

**Administrative Assistant to the Director of Operations**

- Process and maintain weekly payroll hours for all hourly employees using the Time Keeper System.
- Office manager for the Operations Dept. approve and process all purchases for general supplies and office furniture.
- Perform administrative tasks for the Director of Operations and his direct reports as well as their supervisors. Such duties include but are not limited to:
- Travel arrangements, preparation of expense reports
- Set up for as well as preparing Key Business Indicator (KBI's) reports for meetings as required.
- Maintain card access system for our facility.
- Collect and assemble monthly financial data for our KBI reporting to upper management.

**BCD Inc., Any Town, NY****2001 – 2002****Senior Administrative Assistant**

- Serve as administrative liaison with others within and outside the company regarding administrative issues related to purchasing, personnel, facilities and operations.
- Facilitated new hire orientation that included retrieving all new hire paperwork and I-9 verification process.
- Scheduled travel, hotel & car rental reservations and submit expense reports for employee reimbursement for the department.
- Process photo and employee ID badge for new hire also submitted paperwork for parking/building card access.
- Report weekly out of office schedules for VP's group.
- Managed daily office functions distributed incoming mail, prepared outgoing mail via FedEx, printing/copying and scanning documents.
- Maintained office inventory and ordering office supplies.
- Scheduler for Conference Room Meetings.
- Point of contact to report building issues to building management.

**EDUCATION**

- Liberal Arts/Science Program, Johns Hopkins University
- Associate Degree Program, Graphic Design University of California, San Francisco, currently attending, 4.0 GPA, expect to graduate 2011

**VOLUNTEER EXPERIENCES**

- Feed My Starving Children (many visits), 2007

JeffTheCareerCoach.com