

Resume 431

OBJECTIVE: *Seeking full-time employment as an administrator*

Highlights of Skills

- Over 23 years' experience
- Numerous Outstanding Achievement Awards
- Proficient in Microsoft Office- Word and Excel
- Receptionist experience
- Excellent communication skills
- Professional, reliable and trustworthy

PROFESSIONAL EXPERIENCE

Senior Administrative Coordinator

Calspan Corporation, Buffalo, NY

March 1997 – June 2020

- Scheduled, arranged and confirmed both domestic and international travel arrangements for groups of up to 20 people
- Gathered and submitted all travel reports for reimbursement
- Trusted with confidential client and employee information
- Held Master Key for building
- Scheduled and reserved conference rooms for respected clients and visitors
- Reception skills, answered phones, submitted telephone transfers, greeted guests, cleaned and maintained desk and front entrance areas
- Ordered all office supplies and maintained inventory
- Accepted all deliveries; ensured proper delivery to proper correspondent(s)
- Data entry, entered all flight information for company aircraft, pilot logs and maintained database
- Responsible for company credit card with \$25,000 limit, managed 6 other employee company credit cards. Maintained receipts of all transactions and purchases, coded and entered into a company database with corresponding charge number(s)
- Saved and transmitted in-house electronic documentation, added and submitted signatures as needed
- Previous United States Government secret clearance for access to classified documents and information
- Prior Niagara Frontier Transit Authority (NFTA) fingerprint clearance

EDUCATION

NYS Regents Diploma

Tonawanda High School, Tonawanda, NY