

(Name Withheld)

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E-mail: myname@provider.net

Office Administration/Executive Support

Highly motivated, positive-minded administrative professional. Recognized for enhancing efficiency and productivity through superior interpersonal, communication and technical skills.

- ◆ Multiple project management
- ◆ Verbal & written skills
- ◆ Problem solving & decision making
- ◆ Reporting & recordkeeping
- ◆ Senior staff relations & communications
- ◆ Project planning & implementation
- ◆ Time management—deadline sensitive
- ◆ Confidential correspondence & data

Computer skills: PC systems; Windows, Word, WordPerfect, Excel, PowerPoint and Internet applications.

Professional Experience

BARTLETT COLLEGE, Baytown, Wisconsin
Division of Continuing Education

2006-present

Program Assistant

Provide timely, detailed and responsive administrative support for credit and non-credit outreach programs and activities for the college's Division of Continuing Education. Function as a key communications link for administration, faculty, campus staff, students and external program partners.

- Assist program manager with program development and preparation; act as a liaison between program manager and program planning committees, instructors and others involved in program implementation.
- Coordinate all program logistics, including faculty/instructor contracts, food service, meeting/lodging rooms, travel arrangements/parking and A/V equipment.
- Coordinate management of program updates, registration and credit information, and financial records with Continuing Education staff; also assist with on-site event support and program evaluations.
- Provide operational and program support for the college's Learning Center, including assistance with marketing, registration and logistics.

Other Work Experience

BAYTOWN FLORAL, Baytown, Wisconsin

1994-1995

Assistant Manager

Managed accounts and created products; helped implement Quick Books, entered data for accounts payable/receivable, and trained staff to use program; also trained staff on business procedures.

BARTLETT COLLEGE, Baytown, Wisconsin

1991-1994

Herbarium Assistant, Botany Department

Categorized and recorded new plant specimens.

(Continued)

Other Work Experience

BARTLETT COLLEGE, Baytown, Wisconsin 1991-1993

Greenhouse Technician, Botany Department (part-time position)

Evaluated plant health and provided necessary care. Maintained equipment and ensured proper working order.

BARTLETT COLLEGE, Baytown, Wisconsin 1991-1993

Botany Laboratory Technician, Botany Department (part-time position)

Prepared, organized and distributed laboratory materials for classroom instruction.

BARTLETT COLLEGE, Baytown, Wisconsin 1991-1993

Data Processing Coordinator (part-time position)

Compiled a database of plant specimen characteristics using spreadsheet software. Monitored specimen changes and updated database; used information to cross-reference with other plant specimens.

OTHER POSITIONS 1983-1991

Held other part-time positions while attending college. These included: department store sales clerk, banquet attendant, corporate office assistant, bank check encoder, law firm secretary, and a teacher's aide at a day care center.

Education

Bachelor of Science Degree in Biology; Psychology minor

1994

Bartlett College, Baytown, Wisconsin

Achievements

- Phi Kappa Phi National Honor Society
- Beta Beta Beta Biological Honor Society
- Alex R. Tilleman Award
- Research grant awarded for study of endangered species

Community Service (Harrison County, Wisconsin)

- **Teacher's helper**, Allen Service Learning Center
- **Teacher's helper**, Barton College Child & Learning Care Center
- **Fundraising sales**, Parent-Teacher Organization, Co-Chair of T-shirt Committee
- **Concession sales**, Harrison County Youth Soccer
- **Team parent**, Harrison County Youth Soccer