

FUNCTIONAL RESUME

First M. Combotwo

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OBJECTIVE

Administrative Assistant IV

SUMMARY

Energetic, self-motivated Administrative Assistant with comprehensive experience in executive level facilities management, sales and marketing support. Creative, flexible and motivated individual with excellent interpersonal communication abilities. Proven organizational and planning expertise; works with minimal supervision. Excellent customer service skills.

QUALIFICATIONS

- Ability to establish and maintain positive client relationships
- Budgeting
- Computer literate. Strong understanding of Microsoft Office, Internet and e-mail applications
- Demonstrated ability to inspire and motivate others
- Enthusiastic self-starter
- Excellent verbal and written communication skills
- Inventory control
- Maintains confidential Information
- Organized with keen attention to detail
- Outcome driven; results oriented
- Problem solver
- Strong interpersonal skills
- Strong work ethic.
- Type over 50 WPM

ACCOMPLISHMENTS**Administrative Support**

- Responded to all clerical, scheduling, travel, report generation needs of executive management team, in a timely and efficient manner.
- Managed regional, multiple budgets and expenses for marketing, travel and special events. Consistently met budget constraints.
- Ordered all office supplies and equipment. Negotiated with vendors, ensuring the most cost-effective pricing.

Organizational Skills

- Successfully developed and administered new policies and procedures, effectively reducing employee turnover. Policies were adopted by other regional offices.
- Organized internal communications center to expedite incoming and outgoing correspondence.
- Developed multi-departmental regional facility to centralize purchase and distribution of promotional items, increasing availability and decreasing cost per item.

FUNCTIONAL RESUME CONTINUED

COMMUNICATION

- Developed and coordinated software marketing events, successfully increasing customer awareness and product use through hands-on, interactive training.
- Participated in product rollouts, introducing new hardware to targeted market, supporting a team that met and exceeded district sales goals in excess of \$103 million annually.
- Coordinated national strategy planning meetings and conferences for both internal and external customers, ensuring that all participants arrived on time, had appropriate accommodations, and positive team experiences.

OPERATIONS / LOGISTICS

- Directed all aspects of office facilities including consulting with corporate staff. This included five successful expansions, downsizing, and relocations of two facilities and 55 people. Ensured personnel needs were met during this transition.
- Recruited, hired and supervised support personnel, ensuring maximum staffing was in place for special projects when needed.
- Evaluated and ordered equipment and sales tools along with approving and processing invoices for all goods and services involving the facility. This resulted in time saving and minimal involvement of staff.

PROFESSIONAL EXPERIENCE

Company	Company	Company	Company
Minnetonka, Minn.	Chanhassen, Minn.	New Hope, Minn.	Bloomington, Minn.
2000–2004	1998–2000	1991–1998	1990–1991
Title	Title	Title	Title

RECOGNITIONS AND AWARDS

Recognized as “Support Team Member of the Year”
Won “Contributor of the Quarter Award” three times in 2½ years
Winner of the “Impact” award for facilities management