

OBJECTIVE:

To provide part-time or occasional general office, construction office, or marketing services on a flexible basis virtually or at your location.

SUMMARY OF QUALIFICATIONS:

- Over 40 years of progressive administrative experience serving in multiple capacities, including Office Manager; Property Manager Assistant; Assistant to CEO, Board of Directors and CFO; Director of Human Resources and Safety; and Marketing Director
- Highly motivated and experienced in coordinating multiple projects
- Proven ability to plan, coordinate, improve, and streamline methods and procedures
- Demonstrated ability to handle a large workload and meet tight project deadlines under pressure
- Ability to see the big picture and act accordingly
- Excellent time management, organization, and multi-tasking skills
- Excellent training, supervisory, and interpersonal skills
- Excellent communication skills (oral and written)
- Excellent customer care skills
- Adaptability and teamwork skills
- Proactive and results-driven
- Genuine people-person
- Dedication to employer and confidentiality

WORK EXPERIENCE:

RETIRED 2015

TADJER-COHEN-EDELSON ASSOCIATES, INC., SILVER SPRING, MD

2008 – 2015 *MARKETING COORDINATOR*

- Main point of contact to receive and prepare submissions in response to RFP's, RFQ's, and other forms of requests for project teaming opportunities with architects, developers, and government agencies
- Researches, updates, and continually seeks to improve the corporate persona through creative design and composition of information to incorporate into brochures, presentations, website, and all other promotional means
- Provides continuous internet monitoring for new and upcoming project information
- Concurrently accomplishes all tasks of office management

2002 – 2008 *OFFICE MANAGER*

- Assists in the recruitment, training, and supervision of support staff in all matters of office management
- Trained and provides oversight of support team to assist project managers and engineers in all matters of administration beginning with job set-up, meeting minutes, payment applications, and all other correspondence through project completion
- Coordinates all company events

2000 to 2002 *SECRETARY*

- Performed all administrative tasks necessary to assist senior management and other team members accomplish their daily objectives, including preparation of proposals, general correspondence, overseeing filing systems, general vendor contact, etc.

1997 to 2000

INTERNATIONAL FULFILLMENT CORPORATION, BRENTWOOD MD

OFFICE MANAGER

- Performed human resource tasks including all aspects of recruitment, assistance, and orientation for employees involving company policies and procedures, and served as liaison between employees, management, and benefit providers
- Managed daily office operations, delegated duties, and provided training
- Provided supervision of all aspects of company accounting requirements
- Researched, composed, and prepared company proposals, general correspondence, and business forms
- Coordinated company events

1981 to 1997

COLEMAN & WOOD, INC., SILVER SPRING, MD

(now McDonald-York of Raleigh, NC)

EXECUTIVE ASSISTANT (*tasks performed concurrently with all other roles*)

- Provided all administrative services to the company's president and managed day to day operations in his absence
- Composed and prepared contracts, marketing materials, correspondence, reports, meeting minutes and all other corporate documents
- Maintained the president's calendar and schedule
- Recruited, trained and supervised support staff, assessing all operations and ensuring all departments had sufficient resources

ASSISTANT TO THE CHIEF FINANCIAL OFFICER

& DIRECTOR OF HUMAN RESOURCES AND SAFETY

- Solicited and contracted for company health and life insurance plans, and provided employee orientation and personalized benefit problem solving for approximately 100 employees
- Performed all new hire interviews, background checks, and selection
- Managed workers' compensation claims
- Instituted and produced quarterly company newsletters to convey new company policies and procedures to employees
- Ensured adherence to company guidelines and policies
- Developed company handbooks for employees
- Assisted CFO in managing the corporate accounting department for local and out-of-state operations by performing all P/R, A/R, and A/P using Timberline Gold accounting software, and job cost system to track project budgets
- Served as liaison between management and office/field staff regarding safety issues
- Instituted and developed a comprehensive hazardous materials program and wrote company safety manual
- Performed safety inspections and training for onsite field personnel

OFFICE MANAGER

- Coordinated, performed and/or supervised all support staff necessary to successfully fulfill the daily office and field operations for large staff in a construction environment
- Prepared correspondence, contracts, and invoices for all departments
- Provided secretarial and administrative support for corporate officials
- Composed marketing letters and helped to produce presentations

References provided upon request