

MARYANN STONEFIELD

(518) 123-4567 | sampleresumetemplates@email.com

TECH SAVVY ADMINISTRATIVE ASSISTANT

Project-driven admin adept at support team in coordinating office management and IT projects across three tech companies. Serves as point person for IT project managers, sales teams, consultants, clients, and vendors on administrative matters, projects, and global conferences. Maintains excellent communication skills and problem resolution abilities. Equally effective at assisting IT administrators with corporate help desk support initiatives and solutions.

PROFESSIONAL EXPERIENCE

- Providing administrative support to the Chief Information Officer, VP of Technology and three project managers of this leading information technology and e-solutions provider.
- Assisting the Network Consultant with troubleshooting of hardware and software.
- Interfacing with major clients in the U.S., Canada, Europe, South America, and Asia.
- Creating corporate presentations, organizational charts, quarterly goal charts, financial spreadsheets, correspondence, merged mailings, and unique special projects.
- Coordinating projects and events exercising an unmatched ability to improvise, improve procedures, and meet demanding deadlines.
- Ensuring proper communications and reporting practices.
- Planning and coordinating luncheons and developing presentations for meetings.
- Organizing details of events, travel arrangements, and corporate itineraries.
- Directing the distribution of literature to stimulate client interest.
- Managing capital purchases and maintain equipment tracking records.
- Processing expense reports reflecting documents and budget codes.
- Preparing and maintaining attendance and vacation records on IT Department employees.
- Collaborating with managers on weekly postings for master reports; facilitating the writing, editing, and preparation of final copy from draft to distribution.

Senior Administrative Assistant to CIO ILC SYSTEMS, Albany, NY	2016 – Present
Administrative Assistant to IT Director BETA CORP., Albany, NY	2012 – 2016
Front Desk Receptionist THE CLEAN ROOM, Albany, NY	2009 – 2012

EDUCATION & CERTIFICATIONS

Associates in Computer Science | TECHNICAL SOLUTIONS CENTER - Albany, NY

A+ Certified

COMPUTER SKILLS

MS Office; Adobe Illustrator; Photoshop; Outlook; SAP; Oracle