

First Last

(123) 456-7890 | e-mail.address@domain.com

Skills:

- Expertise with Microsoft Office software suite.
- Keen attention to detail.
- Rules and guideline enforcement.
- Conflict resolution.
- Relationship management and customer service.
- Contract negotiation.

Work Experience:

Company 1, University Name, City, State
Executive Assistant

October 2015 – Present

- Created and distributed announcements and memorandums to the campus community, business partners, and vendors.
- Handled issues of a confidential and sensitive nature.
- Coordinated, scheduled, and assisted in preparing materials for the Board of Director's meetings and all subcommittee meetings.
- Transcribed, copied, and distributed Board minutes and interacted closely with Board members and senior executives.
- Managed the Executive Director's business calendar and organized travel arrangements.
- Coordinated and scheduled administrative and/or maintenance-related appointments.
- Processed legal documents ensuring proper review processes are followed.
- Assisted in researching, writing, and editing communications and marketing materials.
- Oversaw contract agreements for office equipment, building maintenance and equipment, vendors, and campus agreements.
- Processed billing invoices for internal departments.
- Inspected facilities for upkeep and maintenance while adhering to safety laws and regulations.

Company 2, City, State
Community Manager

May 2015 – October 2015

- Managed several communities simultaneously.
- Conducted board meetings and led all discussion as required.
- Prepared all necessary documentation as required for board meeting preparation and after-action.
- Performed inspections of communities for homeowner adherence to community guidelines and for condition of common areas.
- Assigned and negotiated costs with vendors to conduct maintenance, installations, and repairs of landscaping, structures, streets, etc.
- Established a professional and good working relationship with board members, homeowners, and vendors.
- Created and distributed correspondence to community membership including newsletters and notices.
- Analyzed financial reports and adhered to budgetary guidelines.

Company 2, Community Name, City, State
Design Review Coordinator

August 2012 – May 2015

- Interacted and followed up with Board of Directors and homeowners concerning architectural and enforcement issues.
- Maintained historical records for the architectural and enforcement programs.
- Performed inspections of the community to ensure homeowner compliance with association guidelines.
- Prepared and performed follow-up to Design Review Committee and Enforcement Review Committee meetings.
- Reviewed architectural plan submittals for pre-screening prior to presenting to Design Review Committee.
- Provided customer service to homeowners, residents, guests, realtors, and vendors via telephone, in person, or e-mail correspondence.
- Booked reservations for private events including providing information, hiring of guards, and guideline enforcement.
- Delegated duties to security guards, janitorial staff, and vendors for various tasks.
- Assisted homeowners with billing issues and inquiries.

Military Branch, City, State
Corporal, Tool Control & Inventory Manager, Training & Licensing Representative

August 2004 – September 2009

- Possessed more than twenty licenses for aircraft related equipment including diesel and propane powered forklifts.
- Conducted training and testing for over three hundred people on heavy equipment licensing while maintaining detailed records.
- Managed the squadron tool and equipment supply room with little to no supervision for over two years.
- Administered audits and inspections for compliance with Navy and Marine Corps regulations for proper tool usage and condition.
- Implemented improved inventory management procedures for thousands of tools and specialty testing and servicing equipment.
- Monitored usage and maintenance of equipment with a combined worth of over two million dollars.

Education:

College Name, City, State

Associate's Degree, Business Management – June 2017