***Israel M. Holland***

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Milwaukee, WI 53202

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**Career Objective:**

To work as an administrative consultant for “John McClain Group” and manage daily routine of the administration department with my administrative skills and experience.

**Summary of Skills:**

* Experience in providing consultation services for administrative duties
* Strong computer skills with excellent typing speed
* Excellent organizational, communication, and administrative skills
* Ability to liaise between staff and management
* Ability to train employees, and set and meet deadlines
* Detail-oriented, punctual, sincere, and pose high work ethics

**Work Experience:**

Administrative Consultant

Brooks Agency, Milwaukee, WI

September 2013 - Present

* Liaising between staff and customers and ensuring smooth functioning of the office
* Scheduling appointments for executives, and performing data entry and filing
* Supporting staff in drafting emails and solving customers' complaint
* Ensuring office equipment are working properly and maintenance is done periodically
* Keeping adequate stock of office stationery and supervising house-keeping activities
* Providing instructions to plumber, electrician, and carpenters for repair and maintenance work
* Controlling and handling data entry, data exchange, and data dissemination

Junior Administrative Consultant

Lemon Hotel, Milwaukee, WI

April 2012 - August 2013

* Ensured guest rooms in the hotel is properly cleaned and bed linen and toiletries are changed every day
* Took meetings of house-keeping staff, room-attendants, and laundry staff daily and instructed them on their job
* Addressed guests' complaints relating to supply of electricity, hot water, and room services in a friendly manner
* Provided complete information to guests on sight-seeing places in the city
* Coordinated with vendors and contractors for supplies and maintenance work
* Processed incoming and outgoing emails regularly

**Education:**

* Bachelor's Degree in Business Administration
Infi College, Milwaukee, WI
2011

**Reference:**

On request.