**James D. Soloman**

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**Job Objective:**

Highly-organized, motivated and experienced administration personnel seeking the position of 'Administrative Coordinator' with 'ABC Organization' to use my skill set and vast knowledge in supporting daily administration and clerical functions.

**Summary of Skills:**

* Sound knowledge of office procedures and office equipment used in daily work
* Proficiency in working with word processing software, and custom applications
* In-depth information about basic principles of drafting correspondences, mails, letters, and reports
* Capable of working under minimal supervision, and provide administrative support to multiple departments
* Expertise in inventory management, handling travel logistics as well as fixing client appointments for scheduling meetings
* Adept in performing administrative support duties with exceptional problem-solving skills
* Team player with strong time-management skills
* Good organizational and communication skills

**Work Experience:**

Administrative Support

SRL International Incorporation, Tampa, FL

November 2016 – Present

* Providing administrative and secretarial support services to staff
* Conducting research, and compiling data collected from various internal/external sources for drafting reports
* Overseeing travel and accommodation arrangements for staff
* Performing diverse administrative duties to support schedules of senior executives
* Drafting confidential correspondence reports, memos, and other related documents
* Maintaining office inventory, filling requisition for office items, and ensuring adequate supplies in the company
* Assisting HR in scheduling interviews of prospective candidates, and explaining company policies to new recruits

Administrative Support

The Prattle Group, Tampa, FL

February 2015 – October 2016

* Collected, screened, and distributed important messages to concerned personnel
* Coordinated with the for fixing appointments with clients, and assisted in increasing business by 23% in the first quarter
* Managed and provided exceptional customer service to clients by listening to their complaints, and ensured resolutions of the issue in minimal time
* Made appointments, travel arrangements, and coordinated activities between personnel and clients
* Collaborated with the support staff to provide excellent services to clients, and gave solutions to unexpected problems

Administrative Support (part-time)

LC Associates, Tampa, FL

October 2013 – January 2015

* Scheduled and organized various activities, including team meetings, conference calls, travel arrangements and logistics
* Prepared and distributed documents such as memos, letters, and reports as instructed by the supervisor
* Coordinated with the team heads of various departments to understand project progress, and maintained up-to-date logs in the database
* Worked with the HR department to prepare and process documentation such as travel vouchers, purchase and service requisitions as well as sick/leave forms for the employees
* Regularly assessed stock of office items, and prepared a list of the required materials
* Answered customer calls to register complaints, and ensured solutions to their problems within 7 days

**Education:**

* Associate's Degree in Office Management   
  The University of Tampa, Tampa, FL   
  2012

**Reference:**

On request.