**Christian J. Thomas**

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Rayleigh, NC 27612

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**Career Summary:**

Detail-oriented, dynamic and highly-motivated Chief Administrative professional with over 8+ years of experience in implementing administrative policies, strategic planning, and preparing budget. Adept at hiring recruits, coordinating tasks, and resolving critical issues. Strong ability to gel with the team using exceptional soft skills.

**Summary of Skills:**

* In-depth information about office management procedures, managing calendars, and ability to work with team for achieving company targets
* Capable of motivating employees to achieve project goals and provide alternative solutions for the unanticipated problems
* Extensive experience in project handling, fiscal planning, preparing budget, and documenting reports
* Sound understanding of administrative duties, including answering calls, responding to mails, managing office inventory supply and reviewing reports
* Good leadership qualities with strong decision-making abilities to solve critical issues using effective managerial skills
* Excellent interpersonal and communication skills

**Work Experience:**

Chief Administrator

Hagen Enterprises Pvt. Ltd., Rayleigh, NC

August 2016 – Present

* Authorizing agreement documents and other papers with the concerned clients by properly reading the mentioned clauses to avoid issues in the future
* Reviewing presentations prepared by team for client meetings, and suggesting appropriate changes if required
* Conducting monthly meetings with clients to inform about project progress and explain the reasons for possible delays
* Checking with the administrative department to get information about calendars of other executives before scheduling client appointments
* Reviewing employee performance reports, project feedback, and monthly expense reports for ensuring smooth functioning of the organization
* Playing an instrumental role among board members, senior management team and other employee staff to communicate critical issues and possible remedies

Administrative Manager

DuPont Group of Industries, Rayleigh, NC

October 2014 – July 2016

* Oversaw administrative functions by supervising staff activities, and provided required support
* Handled overall budget of the firm by fixing budgetary plans, reviewing expense reports, and implementing cost-cutting strategies
* Collaborated with the sales department to attend client appointments, and turned prospective customers into long-term clients
* Assessed staff performance for yearly appraisals, and ensured timely resolutions of critical issues
* Scheduled regular maintenance of office's computer systems, and other equipment to ensure effective functioning of the work processes
* Took responsibility to review job applications, conduct interviews, process paperwork for new recruits and conducted training sessions

Program Coordinator

A. H. Belo Corporation, Rayleigh, NC

May 2012 – September 2014

* Coordinated projects with various departments, including communication, marketing, social media, and corporate development
* Communicated with prospective clients to understand project requirements, and increased business by 34% in the first quarter
* Took responsibility to track project progress, manage budget, and submitted expense reports to senior managers
* Coordinated status of all the project commitments, milestones, deliverable and informed managers about issues impacting deadlines
* Monitored monthly expenditure and participated in budget planning process, and prepared financial reports
* Collaborated with the team supervisors to develop work plan for accomplishing company goals, and resolved various issues during the project development phases

Administrative Assistant Ajjilon Solutions Pvt. Ltd., Rayleigh, NC July 2010 – April 2012

* Answered client phone calls to record issues or complaints regarding company's product, and directed it to the concerned department
* Operated standard office equipment such as scanner, printer and photocopy machine to complete documentation process as required
* Performed various duties like maintaining calendars, managing project-related spreadsheets, and made appropriate travel arrangements for the staff for interstate meetings
* Assessed inventory levels for office supply, and prepared list before the required stock gets exhausted
* Handled and sorted incoming mails to prioritize issues requiring urgent attention and notified it to the supervisor
* Maintained cordial relations with the vendors related to office supplies, food, travel by processing monthly invoices

**Education:**

* Master's in Business Administration  
  North Carolina State University, Rayleigh, NC   
  2010
* Bachelor's in Business Administration  
  North Carolina State University, Rayleigh, NC   
  2008

**Reference:**

On request.