**Marvin K. Cochran**

2554 Thompson Street

Santa Fe Springs, CA 90670

Phone: 562-623-3301

Email: mkcochran@anymail.com

**Job Objective:**

To obtain an Executive Administrative Assistant position at “NBC Universal, Inc.,” to provide strong administrative and secretarial support to the Director of Human Resources and Operations and interface with the team and clients.

**Summary of Skills:**

* Ability to work well in a team-oriented environment as well as independently
* Excellent knowledge of employee relations, and Human Resources policies
* Proficiency in MS Word, Excel, Adobe Reader, Outlook, and Internet
* Ability to perform minor maintenance on office equipment
* Strong multi-tasking, tasks prioritizing, and time management skills
* Outstanding attention to detail and management skills
* Effective oral and written communication skills
* Ability to utilize critical thinking skills to analyze, and solve administrative problems
* Ability to maintain a flexible working schedule to meet tough deadlines
* Self-motivated and willing to take charge and make sure things get done properly without needing follow-ups
* Ability to maintain proper confidentiality of company's sensitive information

**Work Experience:**

Executive Administrative Assistant

Super Tech, Santa Fe Springs, CA

February 2017 - Present

* Managing, planning, and organizing executive's daily calendar
* Liaising between executives and clients
* Scheduling meetings and appointments, making travel arrangements, and drafting official correspondence
* Providing analytical and specialized administrative support to the Director of Human Resources and Operations
* Responding to incoming calls, faxes, emails and other highly sensitive communication
* Planning, developing, and recommending processes for department
* Handling timekeeping, and employee relations
* Conducting research, assembling and analyzing data to prepare reports and documents
* Prioritizing, coordinating and managing multiple programs

Executive Administrative Assistant

JP Morgan Chase, Santa Fe Springs, CA

January 2016 – January 2017

* Prepared memorandums outlining and explaining administrative procedures and policies
* Scheduled and organized senior executive's appointments and meetings, prepared and maintained presentation materials needed for meetings, transcribed and distributed meeting minutes
* Reviewed, proofread, and formatted official correspondence to ensure accuracy and completeness
* Coordinated travel arrangements including air travel, obtaining visas, car services, and hotel accommodations
* Developed and carried out an efficient documentation and filing system for both paper and electronic records

**Education:**

* Bachelor's Degree in Business Administration   
  Cornell University, Santa Fe Springs, CA   
  2015

**Reference:**

On request.