**William L. Kent**

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Mcallen, TX 78501

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**Career Objective:**

Looking for an executive administrator position with "Blue Flywire," to handle secretarial and administrative duties.

**Summary of Skills:**:

* Remarkable working knowledge of spreadsheets and presentations
* Proficient with MS Office Suite and other tailor-made business software
* Basic knowledge of HR hiring, firing, and appraisal procedures
* Possess superb verbal and written communication skills
* Ability to manage workload and prioritize tasks
* Discreet, matured, and thorough professional in handling confidential matters
* Detail-oriented, flexible, and adaptive to new ideas

**Work Experience:**

Executive Administrator

Balco Inc., Mcallen, TX

October 2014 - Present

* Handling daily administrative duties and updating management about the same
* Managing travel plans and arranging for domestic, and overseas travel for executives
* Handling and coordinating visa processing for multinational travel
* Organizing, managing, and preparing minutes of meetings
* Supporting HR department in hiring, firing, and appraisal of employees
* Maintaining and ordering office supplies, business cards, letterheads, and other items
* Providing business support to all the teams and resolving escalated issues

Executive Administrator

Net Globe Communications, Mcallen, TX

February 2013 - September 2014

* Drafted official correspondence, reports, and presentations
* Managed and maintained schedules of executives
* Reviewed and resolved administrative problems
* Tracked and reported negligence and in-discipline acts of employees to the HR
* Assisted the HR team in reforming company policies and procedures
* Collected attendance and leave details of employees for payroll and submitted to the account department
* Liaised between management and purchase, logistics, and sales departments

**Education:**

* Bachelor's Degree in Arts  
  ABC University, Mcallen, TX  
  2012

**Reference:**

On request.