

Tony Wright

999 Main Street • Any Town, NY 99999 • (999) 999-9999 • EMAIL@yahoo.com

Dedicated Administrative Assistant with exceptional Information Management skills

- Over 10 years of experience and service with awards
 - Proven flexibility and tact in managing continuously changing procedures and technical vernacular
 - Ability to managing high volumes of information
 - High level of proficiency in document development
 - Consistent record of growth and competency
 - Excellent presentation/communication skills
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PROFESSIONAL EXPERIENCE

ABC Inc., Any Town, NY

Senior Administrative Analyst (November 2007 – November 2009)

- Provide budgeting and financial analysis for projects.
- Manage budgets of up to \$20 million.
- Review proposals for accuracy, completeness and adherence to agency guidelines.
- Prepare thorough monthly, quarterly, and annual reports for various department authorities.
- Supervise and support / train Administrative Analyst (Jr. Fund Managers).
- Responsible for the overall management of all new, continuing, and renewing grants.

XYZ Corp., Any Town, NY

Senior Administrative Assistant (November 2006 – November 2007)

- Calendar management for Executive Director and Director.
- Organized meetings and appointments utilizing Microsoft Outlook.
- Arranged departmental conference calls.
- Scheduled and prepared for meetings.
- Ordered equipment and all supplies.
- Provided multi-level administrative support.
- Made travel arrangements, including researching travel options and making hotel and car rental reservations.
- Created travel itineraries.
- Reconciling and submitting work-related and travel expenses
- Organized, assessed and created a records management system for business records in various organizations
- Answered and screened telephone calls in an appropriate and timely manner.
- Managed client and visitor logistics in a professional manner.
- Provided logistical support for visitors and clients.
- Utilized professional communication to and from diversified groups, including C-level executives in meetings, conference calls, voicemail and electronic mail.
- Provided backup for the Executive Administrator for the Vice President/Site Manager for vacation.
- Created, processed and tracked Purchase Orders.
- Established payments for various vendors.
- Researched payment issues.
- Performed standard clerical functions: photocopying, faxing, ordering lunches.

BCD Inc., Any Town, NY

Senior Administrative Assistant (September 2006 – September 2007)

- Type consumer, commercial, home equity, home improvement, letters of credit, construction and personal lines of credit loans.
- Type renewal loans, modifications and extension agreements.
- Prepare mortgage files for underwriting.
- Execute loan closings and funding.
- Prepare title documents for proper lien placement.
- Order title policies, title searches, flood certificates, appraisals and surveys.
- Accept and process customer loan payments and payoffs.
- Input loan applications and pull credit reports.
- Generate past due and matured loan reports weekly for all loan officers.
- Maintain spread sheets and pay invoices acquired by loan packages.
- Clear and maintain loan officer exceptions reports.
- Notify customers of past due loans and collect past due payments.
- Process paid out loans; mail real estate releases and titles to customers.
- Process loan advances on consumer, commercial and construction loans.
- Maintain a spreadsheet file that included outstanding construction loans and draw request amounts.
- General administrative functions including answer phones make copies, fax, order supplies and any further administrative duties requested by the loan officers.

EDUCATION

Currently seeking a degree in Human Resource Management

CERTIFICATES and AWARDS

20 Hours Trainers of Trainers certification

Computer Skills

Windows, Word, Excel, Access, PowerPoint