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Timothy Urlacher

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Professional Summary

Professional Business Administrator with a comprehensive knowledge of payables receivables office administration and human resources. Proficient in computer productivity software departmental budgeting procedures and general management skills. Possesses a strong understanding of the relationship between office personnel and the necessary tools for maximum productivity.

Core Qualifications

- High proficiency in operating and general maintenance of office equipment
- Able to multi-task
- Experience in sales administration
- Marketing experience
- Meeting coordination
- Company leisure activities direction
- Clerical support

Experience

Business Administrator — **12/1/2007 - 7/1/2014**
Titan Retail Distributing — **New Cityland, CA**

- Coordinated marketing and sales promotions with marketing and sales directors.
- Assisted the human resources department in processing resumes for candidates.
- Gathered and processed customer support information from the company website.

Business Administrator — **9/1/1999 - 12/1/2007**
Bohemia Office Machines — **New Cityland, CA**

- Assisted payables and receivables associates in administering company credit and purchasing programs.
- Worked with marketing department on gathering market research for planned international expansion.
- Acted as office manager from 1999 to 2002 until a permanent office manager was hired.

Office Assistant — **10/1/1995 - 9/1/1999**
Tim's Shoes — **New Cityland, CA**

- Processed and logged sales orders from each day.
- Assisted sales floor personnel in completing credit sales and keeping stock room inventory updated.

Education

Bachelor of Science - Business — **1994**
California State University — New Cityland, CA

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