

TSQUARED CONSULTING

New York, New York • (908) 827-1782 • results@tt2consulting.com



Results-oriented and dedicated administrative professional with extensive success in providing administrative support in a corporate environment. Expertise in organizational administration, accurate documentation, and resource management. Record of achievement providing leadership, supervision, and motivational expertise to ensure streamlined operations, process improvement, and increased efficiency. Ability to prioritize and meet time-sensitive deadlines.

Qualifications Summary

- In-depth knowledge of the Maser Consulting culture, disciplines, office environment, and key staff at the various regional offices.
 - Creative and analytical problem-solver with demonstrated ability to manage projects from planning through execution/completion in fast-paced, time-sensitive environments.
 - Ability to work in team environment; positive attitude and desire to learn and develop new skills.
 - Proficient in the creation of proposals, presentations, correspondence, reports and other documents.
 - Detail oriented with the ability to maintain a high level of accuracy and confidentiality.
-

Professional Experience

Administrative & Clerical

- Create letters, reports, forms, transmittals, resolutions, proposals, planning testimony outlines, spreadsheets, contracts, and meeting notes.
- Prepare and fax/email bid notices to newspapers for advertising.
- Sort & distribute incoming US mail; prepare weekly UPS packages to remote locations.
- Accept payments for bids and mail bids/spec documents via overnight mail.
- Update Corporate Contacts and witness Sub-consultant Agreements.
- Transcribe notes from dictation.
- Attend quarterly Administrative Assistant meetings; assist other administrative personnel as needed.

Marketing Support

- Responsible for the searching a list of 100 possible opportunities (via state agency/county/municipal websites) on a daily/weekly basis
- During peak season (October through December), provided dedicated support and worked overtime with the team to ensure all proposal deadlines were met.
- Open proposal numbers, send conflicts, and create proposal folders for incoming proposals; print, collate, and bind proposal submissions.
- Create labels and forms for delivery of proposals (via courier or UPS); update proposal tracking spreadsheets, and ensure all proposal requirements and deadlines are met.
- Perform general clerical duties: typing, formatting, copying, scanning, faxing & overnight mail.
- Create and updated PowerPoint/Publisher organization charts for proposals.

Computer & Database Skills

- Proficient in MS Office Suite (Word, Excel, PowerPoint, Outlook, Access, and Publisher); Windows, Visio, Adobe, Internet/Intranet, and Social Media.
-

Work History

2013 – 2015	Marketing Assistant	Maser Consulting P.A., Read Bank, NJ
2008 – 2013	Administrative Assistant	Maser Consulting P.A., Read Bank, NJ
2006 – 2008	Office Manager	Environmental Occupational & Safety Svc, Redbank, NJ
1978 – 2005	Secretary/Staff Associate	AT&T/Bell Laboratories, Holmdel, New Jersey

Education

- Steven's Institute of Technology - Master's Certificate – Project Management (AT&T)
- Stuart's School of Business – Court Stenographer