Charlotte Ellison

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*My aim is to provide an administrative support and to project a professional company image that is able to interact with clients and achieve positive results resulting to an efficient operation of the unit.*

**SKILLS**

• Proficient in the administration of Microsoft Office tools
• Knowledgeable in general clerical duties
• Outstanding interpersonal skills
• Excellent in Planning and Organizing
• Exceptional communication skills

**WORK HISTORY**

05. 2013 - present DRC (Engility) – CAG, Elkridge, MD

 Administrative Officer

• Created, modified and recorded documents in an organized filing system.
• Performed general clerical duties.
• Advised and/or reminded supervisors and managers of schedules of meetings, seminars and conferences for guaranteed representation.
• Received and entertained visitors of the company.
• Handled requests for verification and queries.

10. 2005 – 04. 2013 DRC (Engility) – Andover, MA

 Admin Assistant

• Maintained office supplies inventories.
• Handled requests for information and data.
• Distributed schedules among staff and employees.
• Provided solutions to problems regarding administrative functions and delegations.
• Recorded and filed minutes of meetings as needed.

**EDUCATION**

Degree in General Education

University of Maine, Orono, ME, 2007

High School Graduate

Western Michigan University, Kalamazoo, MI, 2005