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