

JEANINE ELLIOTT

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Experienced **ADMINISTRATIVE PROFESSIONAL** with strong organizational skills. Goal-oriented and efficient, with ability to streamline processes, manage multi-faceted projects, and prioritize and delegate tasks. Confident taking on new responsibilities and quickly adapt to new environments.

PROFESSIONAL EXPERIENCE

ARIZONA STATE UNIVERSITY, Tempe, AZ

February 2007 – Present

Administrative Assistant

- Schedule and coordinate meetings, conferences, seminars and special events
- Maintain director's calendar
- Updates director's personal achievements and accomplishments
- Prepares travel reservations and itineraries
- Purchases office and lab supplies
- Reviews incoming mail and responds to inquiries
- Liaison with administrative staff, university departments and community
- Receive and screen telephone calls and visitors

ALLIANCE MECHANICAL HEATING AND A/C, INC., Orange, CA May 1992–May 2004

Administrative Assistant

- Managed all residential and commercial contracts for largest volume air conditioning company in southern California.
- Reviewed contracts for compliance with company policies and issued documentation to appropriate personnel.
- Prepared and maintained sales reports; composed correspondence and proposals.
- Scheduled meetings and assisted president and various departments.
- Consolidated information used to create monthly sales reports into one log, increasing efficiency.
- Input new jobs into computer system and made changes as needed.

ROCKWELL INTERNATIONAL CORP., Anaheim, CA

May 1985–April 1992

Contracts Administrator

- Prepared proposals and negotiated with various departments, as well as commercial customers.
 - Interfaced with customers and various departments throughout duration of contract.
 - Ensured compliance with deadlines and budgetary constraints.
 - Streamlined central source for proposal requests and contractual activity.
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EDUCATION

Coursework at Golden West College, Huntington Beach, CA

COMPUTER SKILLS

Microsoft Office products, including Word and Excel