

Kathleen Connor
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Summary

Administrative Assistant with over 13 years of experience working in demanding, high level corporate positions offering extensive computer knowledge, strong people skills, precise attention to detail, and polished business etiquette.

Work Experience

X-Cel CORPORATION, Portland, ME 12/96 to Present

Administrative Assistant to the President

International sales company headquartered in Portland with offices throughout Europe and Southeast Asia.

- Responsible for providing administrative support to the President, as well as to other high level executives within the organization
- Organize and facilitate corporate events, national board meetings and executive conferences
- Coordinate extensive travel itineraries and maintain detailed expense reports
- Maintain a high level of confidentiality at all times
- Supervised corporate-wide computer software transition project from Access to customized database

AXE COMMUNICATIONS, INC., Portland, ME 4/89 to 12/96

Administrative Assistant – Human Resources

Leader in the telecommunications industry with over 300 branches nationwide.

- Consulted with managers regarding recruitment, hiring, employee relations and other related issues
- Edited, co-wrote, and formatted biweekly company newsletter
- Developed and maintained the HR section of company web site
- Produced monthly computer-generated employment reports for the corporate office
- Provided assistance in interpretation and application of company policies and procedures
- Performed wide range of administrative and organizational activities

Skills and Languages

- ❖ Proficient in Microsoft Word, Excel, Access, PowerPoint, PeopleSoft
- ❖ Proven communications and writing skills
- ❖ Multilingual ~ Fluent French and Spanish

Education

University of Southern Maine, Portland, ME

Currently working toward BS with an emphasis in Human Resources Management

Anticipated graduation May 2007

Andover College, Portland, ME

Associates Degree - Computer Sciences

May 1989 G.P.A. 3.1

References

Available upon request