

DANA LEAVY-DETRICK

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CAREER SUMMARY

10+ years experience providing administrative and operational support, with a focus on government organizations and public education institutions. Strengths focus around handling communications, data management, compiling presentations and reports, organizing and maintaining documents, customer service, and coordinating logistics for meetings and events. Additional experience handling business and financial operations, and supporting human resources initiatives through recruiting, training and implementing company-wide programs. Loyal, personable, and a skilled communicator, demonstrates excellent rapport and relationship building capabilities with customers and staff.

SKILLS

Administrative Operations
Data Management
Presentation Development
Financial Reporting
Coordinating Events

Communication Skills
Social Media Marketing
Recruiting & Hiring
Training & Onboarding Staff
Adobe Creative Suite

HTML & CSS
PeopleSoft Database
MS Access
Mac & PC Platforms

PROFESSIONAL EXPERIENCE

Job Title, *Company Name*, New York, NY

Feb 2012 – Present

Demonstrate keen attention to detail and sense of urgency in providing administrative support to real estate office. Primarily responsible for handling incoming communications and correspondences, documentation, database management, and various deadline-driven projects.

- Support real estate administrator and agents in handling new business, sales, leasing and rental activities.
- Manage and maintain client database and group mailing lists with details of deals, contracts and payments.
- Maintain and organize real estate documents, agreements and lease records. Manage and monitor lease administration from both the sides of the landlord and tenant.

Job Title, *Company Name*, New York, NY

July 2007 – Feb 2012

Proactively organized all communications regarding SAME news updates, meetings, fundraising, and award ceremonies, performing general office duties under minimal supervision. Managed and prepared reports on all matters related to memberships including accounts receivable reporting.

- Coordinated event planning efforts for the National Conference attended by 900 members.
- Maintain comprehensive filing system for tracking and organizing information and records.
- Handled communications and correspondence with staff, members and visitors.

Job Title, Company Name, New York, NY

Oct 2000 – July 2007

Supported the Executive Director on all administrative efforts related to event planning, organizing, and implementing operational processes to increase productivity of internal staff. Demonstrated ability to work efficiently to meet goals and deadlines while maintaining a larger focus and awareness on the needs of the Executive Office.

- Handled communications and correspondence between various departments, staff, visitors, customers, SAME military members, board members, and management.
- Greeted visitors and customers, and directed them to the proper locations.
- Drafted proposed itineraries, hosted private receptions, and scheduled meetings between members and the Board of Directors and other organizations.

Job Title, Company Name, New York, NY

May 1998 – Sept 2000

Managed business and strategic operations of the store including profit, loss and policy implementation, cash deposits, and payroll and expense tracking for 15 employees. Spearheaded all human resources functions, implementing company programs, benefits and 401K plans, and recruiting and training staff.

Job Title, Company Name, New York, NY

June 1996 – May 1998

Managed business and strategic operations of the store including profit, loss and policy implementation, cash deposits, and payroll and expense tracking for 15 employees. Spearheaded all human resources functions, implementing company programs, benefits and 401K plans, and recruiting and training staff.

VOLUNTEER EXPERIENCE

Volunteer, Organization Name

Volunteer, Organization Name

EDUCATION

BS Communications, Boston University, Boston, MA

1996