Andrea Stewart

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Career Objective

A seasoned office manager and meeting coordinator with extensive experience in communications and business administration. Has recently had a career break to take parental leave and now looking to resume work. Highly dependable, ethical and reliable support specialist and leader that blends advanced organizational, technical and business acumen. Works effectively with cross-functional teams in ensuring operational and service excellence.

Work History

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| May 2019 - Current  Fargo, ND | Parental Leave / Career break for maternity leave   * Provide full-time care for one daughter until she was old enough to start nursery school. * Volunteer with groups and organizations to help make measurable differences for program recipients, including fundraising, classroom parent and sports team manager for soccer. * Manage household finances, scheduling, travel arrangements and transportation. |

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| Feb 2013 - Jan 2019  Valley City, ND | Office Manager / Northland PACE   * Established workflow processes, monitored daily productivity and implemented modifications to improve overall performance of personnel. * Optimized organizational systems for payment collections, AP/AR, deposits and recordkeeping. * Performed HR related duties and maintained HR forms: I-9, W-4 forms, new employee hire packages, benefits and exit interviews. |

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| Sep 2009 - Feb 2013  Fargo, ND | Meeting and Exhibits Coordinator / EY   * Maintained internal meeting and event calendar across the business, including service line-level communications and sub-service line-level communications to give leadership a better line of sight into the business activities and improve overall coordination. * Communicated with three managers regularly to ensure questions and issues were resolved in a timely and efficient manner to manage expectations. * Provide success metrics on key indicators for each program through regular reporting and updates. |

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| Skills | |  |  | | --- | --- | | * Documentation and control * Team leadership * Training and development * Vendor and contract negotiations | * Business administration * Events logistics management * Excellent communication skills * Analytical and critical thinking | |

Education

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| Grand Forks, ND | **Bachelor of Arts in Communication Studies**  University of North Dakota |

Certifications

* Certified Management Accountant (CMA) - 2022
* Word 2019 Certification
* Microsoft Office Specialist: Expert (Office 365 and Office 2019)