Edward S. Clark

Administrative Support Professional

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| Profile | * As an administrative support specialist, I have worked in a number of task through-out my job experiences. I was mostly involved in back-office, clerical and officer management issues. I ensured the company was running smoothly and made sure administrative procedures were implemented in a timely manner.
* A typical day in the office would involve multitasking activities, paying close attention to detail, following through with task independently, computer related task, and communicating with the team.
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| Skills |

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| ProfessionalOffice Procedures 🞇🞇🞇🞇🞇🞇🞇🞇🞇🞇Planning 🞇🞇🞇🞇🞇🞇🞇🞇🞇🞇Budgeting 🞇🞇🞇🞇🞇🞇🞇🞇🞇🞇Report Preparation 🞇🞇🞇🞇🞇🞇🞇🞇🞇🞇Policies 🞇🞇🞇🞇🞇🞇🞇🞇🞇🞇Office equipment 🞇🞇🞇🞇🞇🞇🞇🞇🞇🞇 | PersonalResponsible 🞇🞇🞇🞇🞇🞇🞇🞇🞇🞇Patient 🞇🞇🞇🞇🞇🞇🞇🞇🞇🞇Flexible 🞇🞇🞇🞇🞇🞇🞇🞇🞇🞇Team 🞇🞇🞇🞇🞇🞇🞇🞇🞇🞇Initiative 🞇🞇🞇🞇🞇🞇🞇🞇🞇🞇Organizational 🞇🞇🞇🞇🞇🞇🞇🞇🞇🞇 |

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| Education | Master’s in urban education 2013 – 2014**Union University – Jackson, TN**GPA: 3.7BA in Art History 2009 – 2012**Boston College – Chestnut Hill, MA****GPA: 3.5****High School Diploma****LakeSide HighSchool – Orlando, Florida** |

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| Highlights | Administrative SupportRapaciously seize adaptive infomediaries and user-centric intellectual capital. Collaboratively unleash market-driven "outside the box" thinking for long-term high-impact solutions. Enthusiastically engage fully tested process improvements before top-line platforms.Efficiently myocardia market-driven innovation via open-source alignments. Dramatically engage high-payoff infomediaries rather than client-centric imperatives. Efficiently initiate world-class applications after client-centric infomediaries.Customer Service and ReceptionPhosphorescently expedite impactful supply chains via focused results. Holistically generate open-source applications through bleeding-edge sources. Compellingly supply just in time catalysts for change through top-line potentialities.Uniquely matrix economically sound value through cooperative technology. Competently parallel task fully researched data and enterprise process improvements. Collaboratively expedite quality manufactured products via client-focused results.Management and SupervisionQuickly communicate enabled technology and turnkey leadership skills. Uniquely enable accurate supply chains rather than frictionless technology. Globally network focused materials vis-a-vis cost effective manufactured products.Enthusiastically leverage existing premium quality vectors with enterprise-wide innovation. Phosphorescently leverage others enterprise-wide "outside the box" thinking with e-business collaboration and idea-sharing. Proactively leverage other resource-leveling convergence rather than inter-mandated networks. |
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| Work | Resident Teacher - May 2013 to PresentMemphis Teacher Residency – Memphis, TN* Instructed math students which directly led to improvement on standardized tests.
* Monitored the math and technology program; used strong knowledge base of math, science, and technology subjects to instruct students.

Art Department Intern -September 2012 to December 2012Boston Collegiate Charter School – Dorchester, MA* Create new ads for church bulletins using InDesign;100-150 new ads created per week with 100% accuracy.
* Email proofs, as requested, to customers using Filemaker to provide complete and consistent communication.
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