[**Professional and Experienced Administrative Manager**](https://www.postjobfree.com/resume/adt1ow/professional-and-suitland-md-20746)

**Location:**Suitland, MD, 20746

**Posted:**February 29, 2024

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**Resume:**

Priscilla D. Moultrie

5829 Suitland Road

Suitland, Maryland 20746

(202) 716-7212 (home/cell)

EMPLOYMENT HISTORY

September 2008- Ceridian Corporation ? Military OneSource Program

November 2011 Project Manager (Administrative Lead)

Responsibilities included:

? Directly assisted and responsible for the office management of the Executive Vice President, U.S. Ceridian Government Programs, Senior Vice President, Ceridian Government Programs and the Senior Management Team: Vice President, Service Delivery Operations, Vice President, Program Development, Vice President, Clinical & Counseling Services, Vice President, Communications and Outreach, the Deputy Program Director, the Government Contracting Manager, the Small Business Liaison Officer and the Senior HR Consultant.

? Managed the Senior Vice President, Ceridian Government Program's schedule including:

o Conference Call setup

o Internal and External Meetings

o Ground and air travel, lodging, both domestic and international

o Coordinates the schedules of Senior Leadership

o Project work

? Managed daily project operations.

? Managed administrative departments for two sites simultaneously.

? Supervised activities of military administrative assistants by distributing assigned projects and balancing the administrative work loads as well as organizing cross training for specific functions.

o Identified resources needed, assigns, communicates and supervises tasks and responsibilities

o Provided training and supervision over the daily office operations

? Supervised temporary/volunteer/intern staff

? Identified and was a change agent for areas needing improvement and plans to enforce viable solutions/results (ie office procedures, completion of department goals and the follow-up mechanisms, methods and steps, etc.).

? Financial Management

o Requisition/Purchase Order Administrator (?Super User?) including the creation of Statement of Work Proposals for the development of Requisitions and Purchase Orders

o Expense Reporting

o Responsible for credit card transactions and check payment processes

o General/miscellaneous data entry

? HR Liaison

o Processed employment documents

o New Hire/Employee Desk File Details

o Orientation Processes

o Basic employee relations

o Updated staffing changes (keeping a current log of employee information)

o Timecard Representative

? Facilities Liaison in concert with the Facilities Manager in assisting with Building Management concerns, notices to staff and general work to the office including

o Service Requests

o Fire Warden for office

o Main point of contact for emergency procedures

? Meeting manager for the development and submission of the transcription of minutes, identifying action items, assigning owners and deadlines.

? Coordinator for the production of materials for government submissions.

? Provided support for travel preparations and catering requests.

? Report Management: Compilation and Processing of Headcount Reports, Monthly Travel Reports, MAR/Government Contracting Reports, Monthly Federal Expense Reports, etc.

? Main receptionist for entire office floor which included interfacing with incoming callers, guests, vendors, department heads and senior level executives in various functional areas of the business/corporation, as well as internal and external work connections with other site assistants, receive mail and courier packages, kitchen maintenance, etc.

? Drafted and distributed correspondence and announcements on behalf of the Executive Management Team.

? Drafted policies and procedures for various areas in the departments (ie Facilities (Parking); Administration; Office Management, etc.)

? Performed other general administrative duties such as filing, faxing, organizing office space, reviewing and processing management staff expense reports and vendor invoices and managing leave requests/status information for senior team.

October 2005- AMERIGROUP Corporation ? District of Columbia and Virginia

September 2008 Senior Executive Assistant to the CEO/Office Manager

Responsibilities included:

? Directly assisted Chief Executive Officer, Chief Operating Officer and Senior Management Team including the Medical Director, AVP of Health Care Management Services, VP of Provider Relations, VP, Health Plan Operations, AVP of Performance Measurement, AVP of Marketing, AVP of Health Promotion; SVP of Federal Government Relations, AVP of Business Ethics & Compliance, etc.

? Assisted Corporate Executives (located in VA) with various projects

? Managed and supervise administrative staff in the Executive Department

? Ensured there was sufficient administrative staff for the Executive Department and delegating tasks, assignments and projects to the support team

? Made domestic and foreign travel arrangements. Prepared and compiled itineraries, travel vouchers and maintains travel records

? Organized and planned meetings, prepares agendas, collects materials for these meetings, speeches, conferences, and sessions

? Researched, compiled, and prepared confidential and sensitive documents and briefs for executives and briefs them on contents

? Read and screened incoming correspondence and reports, makes preliminary assessments of their importance, organizes documents, handles some matters personally and forwards appropriate information to executives and staff

? Composed letters, memos and brief reports; served as Editor

? Coordinated and facilitates executive calendars

? Compiled and maintained various filing and records management systems

? Conducted and was liaison for department planning, review and submission of monthly management reports

? Prepared and submitted various reports to CEO which includes daily, monthly and quarterly information

? Responsible for catering and vendor selections which includes orders for meetings, etc.

? Coordinated special events

? Office celebrations

? Special VIP occasions

? HR liaison with other offices to ensure office protocol and procedures are met

? Provided basic new employee orientation,

? Responsible for badge assignments, activations and access details for all staff

? Responsible for distribution of payroll checks

? Conducted preliminary meetings/brief interviews regarding support staff

? Managed overall office operations

? Building Management liaison and main point of contact

? Charge over parking permit distributions and contract negotiations

? Responsible for upkeep, repair and maintenance services for office equipment, furnishings, etc.

? Responsible for ordering and making recommendations on new, replacements, additions or removal of office equipment, furniture, etc.

? Responsible for work with office space moves, development plans and logistics

? Maintained discretion and confidentiality within the Executive Office

? Coordinator and leader of special projects within various departments

? Managed office inventory and equipment (i.e. copiers, fax machines, telephones, etc.)

? Directed involvement with vendor/contractor relationships and negotiations

? Processed check requests, invoices and expense reimbursements

? Maintained petty cash account and reconciles account histories

? IT/Network Troubleshooting. AV equipment setup, reservations for meeting calls, trainings and other such sessions

January 2004- Adams & Associates dba Transition Guides

October 2005 Executive Assistant to the President/Office Manager

Responsibilities included:

? Executed administrative systems and implementation of executive responsibilities for President/CEO and Senior Partners/Consultants

? Office management duties including ordering supplies, check processing, etc.

? Meeting planning and event logistics for various functions

? Payroll Processing, general accounts receivables work and billable hour processing

? Proofreading/Editing proposals, grants and contracts

? Database maintenance

? Customer & Public Relations support

? Developed, revised and proofread correspondence, documents and reports

? Presentation work (PowerPoint, Charts, Graphs, etc.)

? Internet research/Intranet work (uploading documents, making revisions, submissions, etc.)

? Managed resume process

? Client packet compilations

? Calendar management

? Travel arrangements: Domestic/International

? Handled of personal business affairs for key executives

? Filed organization information (Electronic, Paper, etc.)

? Dictation/Transcription

? Assisted various consultant managers with their daily activities

COMPUTER SYSTEMS KNOWLEDGE

Access Database System

ACT!

AddressGrabber

Adobe Acrobat

Answers On Demand (AOD)

AskSam Systems

FileMaker Pro

HP Director

HP ImageZone

HP PrecisionScan LT Scanner

iExpense

iMIS

Impark Parking Management System

LiveMeeting

Lotus 1-2-3

Lotus Notes

Microsoft Office Suite (Word, Excel, PowerPoint, etc.)

Microsoft Publisher

MS Outlook

MS Visio Software

Novell GroupWise 5-7 Email System

Oracle R12

PeopleSoft (Financials, Requisition Orders, Purchase Orders, etc.)

PhotoShop (Intermediate Level)

ProComm

Raiser?s Edge 7 for Windows, Raiser?s Edge 6; Raiser?s Edge for DOS

ResumeGrabber

ScanSoft Scanner Programs

Sonitrol BadgeBuilder

SurveyMonkey

TinyTerm-Association Management Software (AMS)

Visoneer CardReader Software

Windows 1995-2000

WordPerfect 3.0-9.0 (including Corel Programs)

EDUCATION

Notary for the State of Maryland, October 2007 ? October 2011

BBA, Business Administration and Human Relations, Summa Cum Laude, Ashwood University,

Humble, TX, August 2005

Family Studies Major, University of Maryland at College Park, MD

August 1989- August 1992

Get Motivated Business Seminar, Oct. 2010

Time Management Workshop, Franklin Covey Course, November 2005

MSPA Silver Certification, August 2005

MS Outlook 2003 Level I Course, New Horizons Computer Learning Centers, May 2004

Customer Service Program, The Washington Home and Community Hospices, February 2002

Covey Workshop Course, September 2001

Administrative Professionals Conference, 2-Day Seminar Course, August 2001

Raiser?s Edge for Windows 7-one week course, September 2000

Seminar: Professional Development For Women, Clemson University Off-Site Campus, Washington, District of Columbia, September 1999

Marketing Program (Independent Study), La Salle University, January 1997-1998

Certificate Program, Voice & Technical Training Course, Back to Basics School of Music Ministry, September 1998-September 1999

Graduated from La Reine High School with Honors, May 1989

EXTRACURRICULAR ACTIVITIES/MEMBERSHIPS

America?s Got Talent Contestant, Singing Category, October 2011

Church Clerk, 2010-present, Mount Joy Baptist Church, Washington, District of Columbia

Psalmist, 2010-present, Mount Joy Baptist Church, Washington, District of Columbia

Lead Teacher, 2010-present, Mount Joy Baptist Church, Washington, District of Columbia

Essence Insider Panel Member, 2010-present

Nielsen NetPanel Member, June 2008-present

Barack Obama Fellowship Program ? Community Organizer, May 2008-present

Grants Committee Chair, MTJBC, 2008-present

Music Department Coordinator, MTJBC, 2005-present

For Me Reader Panelist, 2005

Woman?s Day Magazine Panel/Survey Member, 2004-Present

ClubMom Member, 2003-Present

Media State Liaison for Maryland, National GrandParents Day Council, 2001-Present

Lead Vocalist/Band Member, VanDoren & New Praise, 2000-2003

Envelope Clerk, 1997-2000, Mount Joy Baptist Church, Washington, District of Columbia

B.I.G. Member, 2007-present

Cambridge Who?s Who Among Professionals, Executives & Entrepreneurs for 2007-2008

National Notary Association, 2007-2011

Giant Consumer Board Member, 2001

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