

Administrative

**Robert Butler 848 Joyce Street Rocky Mount NC 27804 RobertOButler@gustr.com  
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Authorized to work in United States for any employer

Work Experience

Administrative Assistant

Microsoft (through Aditi Staffing) | Administrative to Practice Leader - Reston, VA

July 2018 to October 2018

(Temp job - contract completed)

Provided administrative support to Practice Leader with calendaring, travel arrangements, travel expense reimbursements

Supported Practice Leader's direct reports as required

Onboarded new hires as follows: orientation session registration, travel arrangements, hardware procurement, and shipping to new hire; updated organization charts, email distribution lists, and hardware/assets

Managed transfers of employees into and out of internal Microsoft organizations and terminations/resignations

Administrative Assistant to Assistant Principal

Herndon High School - Herndon, VA

October 2016 to June 2017

(One school year only contract)

Managed Assistant Principal calendar including meetings between students, parents, teachers, counselors, etc.

Preparation of student behavior/academic correspondence

Preparation of student discipline packets for Fairfax County Public Schools Division

Superintendent for disciplinary hearings using self-taught Fairfax County Public Schools Student Information System (SIS)

Built positive relationships with students, staff, and families resulting in a positive climate for all stakeholders

Input data into student and staff databases, resulting in high levels of transparency and accountability for students

Managed student attendance with accuracy, resulting in honest and frequent communication between the school staff and families

Executive Assistant to President of Intelligence Group

Computer Sciences Corporation - Falls Church, VA

November 2015 to March 2016

(Reorganization layoff)

Effectively administered a wide variety of high level support to the Intelligence Group President with focus on calendar coordination, calendar conflict resolution, meeting facilitation of audio/visual requirements, conference room reservations, and catering

Organized travel arrangements and industry conference registrations, and business expense reimbursements

Provided phone coverage and ensured accurate and timely message taking/delivery

Performed delegated timekeeping responsibilities for President including staff time approval and staff labor adjustments, approval as alternate for other managers as needed

Senior Executive Assistant / Newly-Appointed CEO's Business Transformation

Computer Sciences Corporation - Falls Church, VA

March 2012 to November 2015

In support of newly-appointed CEO's Business Transformation of the company, provided executive assistance as follows:

Senior management assistance to Chief Technology Officer including calendar maintenance through meeting facilitation of attendees, audio/visual requirements, conference room reservations and catering, coordinated domestic travel arrangements, processed travel and business-related expense reimbursements and corporate card reconciliation; provided support to Team Leaders in Technology Consulting and Cloud organizations with meeting facilitation, travel arrangements, and expense reimbursement; provided support to the Enterprise Solutions Group with meeting facilitation, staff training of travel and expense reimbursement software packages.

Senior Executive Assistant to Senior Vice President

Computer Sciences Corporation - Falls Church, VA

November 2002 to March 2012

Oversaw a wide variety of administrative functions particularly accuracy of calendar through calendar conflict resolution, meeting facilitation of attendees, audio/visual requirements, conference room reservations, and catering

Managed preparation of Word documents, PowerPoint presentations, and Excel spreadsheets

Coordinated domestic travel arrangements, reimbursement for travel and business-related expenses

New hire orientation of company policies and procedures; training of travel, expense and timekeeping software

Performed delegated timekeeping responsibilities for Senior Vice President including staff labor, time adjustment and transfer approvals, approval as alternate for several managers as needed

Education

Washington Business School Vienna, VA

Business and Accounting related courses

El Camino College Torrance, CA

Skills

Executive Assistant (10+ years), Outlook (2 years), MS Office Suite (10+ years), Administrative Assistant (Less than 1 year), Data Entry (Less than 1 year), Concur (8 years), Google Docs (5 years),

Travel Arrangements (10+ years), Expense Reports (10+ years), Calendaring (10+ years), Phones (10+ years), OneNote (2 years)

Certifications

Driver's License

Present