

TAMMIE S. CUMMINGS

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Executive Administrative Assistant with 11+ years experience supporting and managing offices by obtaining strong organization and communication skills, with a high level of commitment, persistence, and ability to motivate others.

PROFESSIONAL EXPERIENCE

HULKE CONSTRUCTION COMPANY, LLC – Sanford, Florida **Employed (12/08 – Present)**

Executive Administrative Assistant / Office Manager – Provided administrative support for the President and Vice President of this construction firm, including overall support of office staff (42+ personnel). Duties include:

- Shipping Coordinator for all purchases and import/export of materials for international projects
- Prepared all proposals, documents, and correspondence
- Scheduled all travel/hotel arrangements for staff
- Maintained electronic and paper file systems
- Scheduled meetings with clients
- Maintained inventory of all marketing and office supplies
- Organized all office functions and events for staff

BOWYER-SINGLETON & ASSOCIATES, INC. – Orlando, Florida **Employed (08/03 – 12/08)**

Regional Office Administrator (01/06-12/08) – Promoted to provide administrative support for Regional Office Manager and Survey & Mapping Manager, including overall support of regional office staff (30+ personnel). Responsibilities included:

- Supervised Receptionist and Project Administrator
- Prepared all price proposals for Regional Office
- Assisted with all electronic and paper submittals to agencies and clients
- Assisted with permit application/tracking process
- Coded and coordinated all office licenses, renewals and payables for process through corporate office
- Reconciled monthly credit card statements, checkbook and petty cash for Regional Office
- Scheduled and organized meetings with City and County Officials and clients
- Maintained electronic and paper file systems
- Maintained inventory of all office supplies
- Organized Open House event (150+ attendees), and all office functions /meetings

Marketing Coordinator (08/03-01/06) – Provided administrative support for the Vice President / Director of Marketing and Graphics Department at the Corporate Office of this civil engineering firm. Responsibilities included:

- Prepared and submitted on behalf of the Corporate Office and five Regional Offices all Letters of Interest and formal proposals to Government, State, County and Local agencies for Transportation, Land Development, Survey, and Environmental & Permitting disciplines
- Searched and tracked future/potential marketing opportunities
- Organized all annual corporate sponsored holiday parties and picnics for staff and families (300+ attendees)
- Assisted with corporate fund raisers for charity events, food and toy drives
- Maintained inventory of all marketing supplies for corporate office, regional offices, and recruiting events

CERTIFIED TESTING LABORATORIES – Orlando, Florida **Employed (08/01 – 02/03)**

Office Administrator/Assistant Bookkeeper – Supported the staff of this architectural and non-destructive facility. Duties included:

- Accounts Payable and Accounts Receivable
- Weekly and monthly checkbook reconciliation
- Coded and reconciled monthly credit card statements
- Daily bank deposits
- Overall support of office staff (23+ personnel)
- Maintained all paper and electronic file systems
- Prepared Certifications of Completion for all window and weld testing
- Back-up Receptionist (10 phone lines)

USA BASKETBALL – Colorado Springs, Colorado **Employed (09/98 – 11/00)**

Marketing Assistant – Administrative Assistant for the Marketing Director and entire marketing staff during the 2000 Olympic Games. Responsibilities included:

- Prepared and distributed press releases, newsletters, magazines, and marketing materials
- Organized athlete credentials for tournaments
- Assisted with organizing tournaments and athlete registration
- Back-up Receptionist (20 phone lines)

SOFTWARE EXPERIENCE

Microsoft Office Word and Excel 2007; Microsoft Office Word and Excel 2003; Peachtree; Timberline; Access; Microsoft Office Outlook; PowerPoint; Adobe Acrobat; AS400; 10-key