

Ellelee L. Laile

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Executive Administrative Professional

CAREER OBJECTIVE

Established professional and proven producer with 10+ years experience in executive office operations is returning to the workforce and seeking a position as a Senior Administrative Specialist.

EDUCATION & SKILLS

Continuing Education: 64 credits towards BS in HR Management, Inland County University, Plowtown, PA

- Windows 95/98/00/XP/Vista
- Adobe Acrobat Reader/Writer (.pdf)
- MS Office, Word, Excel
- University Network (NViE)
- Internet Research
- Detail Oriented
- Project Coordinator & Event Planner
- Good Organizer & Able to Multitask
- 10+ years of Supervisory Experience
- Budget Training & Experience

PROFESSIONAL EXPERIENCES @ Inland County University

Administrative Assistant III

College of Engineering

Aug 1998 - 2003

- Coordinate and oversee all facets of college graduations 3 times per year; Process hundreds of intra-university transfers forms using NViE Database.
- Maintain course offerings using Section Information Management System. Download various reports from Web Online to manage room availability and student counts in all sections.
- Maintain university records for the 12 colleges with 675 majors and confidential files using BirdConnect daily; Process enrollment and demographic information for current and newly admitted students.
- Schedule rooms for courses, faculty and student groups; Recruit, train and supervise 15 student workers per semester.

Department Secretary

Women's Studies Program

Aug 1990 - Aug 1998

- Coordinated visits and travel arrangements for department director and visiting lecturers.
- Processed class schedules and section update forms to open courses each semester.
- Maintained and inventoried office supplies and equipment within departmental budget constraints.
- Processed payroll for up to 25 part-time faculty and staff by collecting pertinent information and submitting by deadline to ensure error-free, bi-weekly payroll.

Undergraduate Secretary

Sociology Department

Aug 1987 - Aug 1990

- Organized and maintained student files; Scheduled advising appointments for 7-person advising team.
- Acted as personal secretary for undergraduate director and supervised eight student workers.
- Collected and filed change-of-grade cards, class lists and grade lists with Registrars Office.

Chairman's Secretary

English Department

Dec 1983 - Aug 1987

- Typed memos and reports to distribute to faculty. Distribute mail to faculty and staff.
- Assisted supervisor with special projects and confidential records for staff and students.
- Handled distribution of faculty paychecks and handled promotion and tenure procedures.

PERSONAL

- Reading, Coordinating Museum Tours, History, Hospice Volunteer and Community Watch Leader