

# Rachel Lauren

ADMINISTRATION ASSISTANT

✉ info@resumekraft.com

📞 202-555-0120

📍 Chicago, Illinois, US

🌐 <https://linkedin.com/resumekraft>

## SUMMARY

To effectively apply me in a professionally challenging environment in a manner that positively benefits the organization's goals and objectives and also contributes towards my career development.

## SKILLS

Editing Files	● ● ● ● ○	Typing	● ● ● ○ ○
MS Office	● ● ● ● ○	Organizing Files	● ● ● ● ●
Design Apps	● ● ● ● ○	Multitasking	● ● ● ● ●

## EXPERIENCE

### Administration Assistant cum Receptionist

#### Permasteelisa Gartner Qatar LLC [Sep 2012 - Sep 2018](#)

- Booking travel flight and hotel accommodation of employees and managers
- Maintains and manages company apartment and vehicle leasing insurance and renewal, monitors monthly company utility and phone bills
- Attends and resolves promptly to third parties inquiries and complaint
- Maintains and monitors inventory of stationery, equipment and office pantry supplies
- Regularly files admin documents. Updates company contact lists. Attends to all incoming calls
- Keeps track of the documents incoming and outgoing transmittal including supplier invoices and courier packages. Prepares airway bills for documents and materials to be shipped
- Sends, receives and transmits facsimile documents and mail posts
- Manages the schedule of conference rooms for meeting appointments
- Manages guests pick-up and drop-off; Attends to guests needs for company details

### Assistant to Accounts Department

#### Permasteelisa Gartner Qatar LLC [Aug 2015 - Sep 2018](#)

- Log received invoices
- Book invoices in SAP
- Handle petty-cash
- Prepares monthly administration and office expenses accruals for accounts department

### Assistant to Tender Department

#### Permasteelisa Gartner Qatar LLC [Feb 2017 - Jun 2018](#)

- Assists in preparation and submission of tenders aligned to client's costing structure, technical and commercial requirements, within client driven deadlines
- Collaborates with the Tender Team in improving the efficiency and quality of contract, tender submissions, pre-qualifications and clients questionnaires
- Maintains and archives related tender correspondences and documentation

### Document Controller

#### Permasteelisa Gartner Qatar LLC [Jul 2017 - Jul 2018](#)

- Ensures all records, documentation and activities adhere to standard procedures as required by the Client
- Develops and implements document processes
- Performs quality checks with the documents submitted by subcontractors and monitors document numbers, revision, signatures, titles before importing to ACONEX

- Uploads and download documents data in ACONEX with updated and correct information
- Maintains a project filling system with records of all technical documents and drawings and ensures they are updated on daily bases
- Coordinates all activities like technical documents and drawings to the persons involved in each Project.
- Monitors incoming and outgoing transmittal of Client and Subcontractors documents and correspondences
- Follows-up with Clients and Subcontractors regarding the submitted documents

## PROJECTS

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### XpressMyLaundry

**Developer and Designer** [Sep 2018 - Apr 2019](#)

#### The project aims to resolve:

- To fix and enhance laundry shop existing system based on customers concerns and opinions while using their services.
- Support laundry shops in the area to be more visible give them more services.
- Provide laundry shops to have more sales income.
- To develop a user-friendly laundry shop website with the ability to have all available laundry shops in an area to be viewed in one window.

### Uniride

**Designer** [Jan 2019 - Apr 2019](#)

#### The project aims to resolve:

- To identify whether the Uniride prototype meets the expectations of Middlesex University Dubai students relative to the assumption that 80% should know what the functions are
- To determine the difficulty faced by the students while using the prototype
- To gain expert positive suggestions to enhance the prototype
- To conduct in depth evaluation of the prototype compliant to the Heuristics requirements
- To improve the prototype designs and functions based on the results gathered after User Testing and Expert Evaluation

## EDUCATION

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### Bachelors in Information Technology

**San Jose State University** [Sep 2018 - Apr 2019](#)

### Advance Diploma in System Engineering (ADSE)

**Northeastern University** [Aug 2012 - Sep 2013](#)

### Higher Diploma in Software Engineering (HDSE)

**Arizona State University** [Aug 2011 - Jun 2012](#)

### Diploma in System Management (DISM)

**University of South Florida** [Aug 2010 - Jun 2011](#)

## CERTIFICATION

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### Professional Administration and Secretarial Training

**Qatar Center for Career Development** [March 2015](#)

### Basic First Aid & CPR

**Venture Gulf Training Center** [February 2017](#)

## LANGUAGES

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English



Arabic





## AWARDS

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**3rd Best Student**

APTECH Qatar [September 2013](#)