

KELLY LYNN SCOTT

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858.229.6799

PROFESSIONAL EXPERIENCE

1999 – 2009

Executive Admin Assistant – Program Management, Qualcomm CDMA Technologies

Assisted Program Management team from R&D to customer shipment.

Generated headcount, budget vs. actuals reports for the department using Cognos.

Generated complex purchase orders and tracked their progress through approval & delivery.

Coordinated record keeping using shared document database.

Collected data from project team members and integrated for design review presentations.

Coordinated VIP conference calls and meetings with consultants/suppliers.

Coordinated domestic/international travel, processed expense reports, tracked travel budget.

Coordinated onsite/offsite meetings, team building events/product launch parties, etc.

Ordered catering, office supplies, computer upgrades, software requests, mobile phones.

1997 – 1999

Senior Secretary – Program Management, Qualcomm Consumer Products

Assisted Program Management team with handset R&D, release and sustaining products.

Arranged domestic/international travel, processed expense reports.

Coordinated record keeping using data archiving.

Ordered catering, office supplies, mobile phones, etc.

Coordinated Excel and Powerpoint slides for monthly program reviews.

1995 – 1997

Travel Assistant, Qualcomm Travel Administration

Provided customer service to all Qualcomm business travelers.

Processed employee passports and business visas.

Developed strong working relationships with consulates in Los Angeles & San Francisco.

Processed requests for corporate charge cards.

Assisted with traveler profile management.

Interfaced with preferred suppliers: travel agencies, airlines, hotels, and rental car agencies.

Organized onsite/offsite meetings, conferences and team building events.

1991 – 1995

Secretary, Qualcomm Facilities, Security and Administration

Processed all facilities/construction invoices and purchase orders.

Assisted with coordination of construction and tenant improvement projects.

Interfaced with contractors and consultants.

Arranged travel, processed expense reports, coordinated meeting set-up.

Ordered catering, office supplies, mobile phones, pagers, etc.

SOFTWARE PROFICIENCIES

Outlook 2007 – Calendaring and Email

MS Office 2007 – Word, Excel and Powerpoint

EzER - Expense Report Software

Cognos - Headcount/Budget vs. Actuals Reporting

Oracle - Purchase Order Software

Works – Purchasing Card Software

NetMeeting – Conference Calls and Online Meetings