

Tracy Cullis  
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**Career Objective:** To obtain an administrative position leading to growth opportunities where my office, customer service and problem solving skills will contribute towards helping the organization excel, and provide a growth path for personal achievement.

**Summary of**

**Qualifications:** 15+ years' admin assistant oriented experience.  
Outstanding interpersonal and communication skills with all levels of management  
Proficient computer skills- Microsoft Office Suite, SharePoint, SAP, CoreWorx, PM Toolkit, A/P, A/R, Collections, and Supply Chain Plus.  
Strong organizational skills and a team player  
Willingness and ability to learn new things, and follow instructions

**Professional**

**Experience:**

December -Current 2019 **Viaero Wireless**

Project Administrative Assistant

Responsibilities include generating reports of tower site status, contract review, resolution for billing issues, file management of site documentation digital as well as hard copy filing, processing packing slips for site materials before leaving warehouse to be delivered to site.

Installation Customer Srv Support Specialist

Responsibilities include generating install tickets, Install technicians calendar management, scheduling and coordinating logistics for installs, customer Service support , account payments, contract review, resolution for billing issues.

August -October 2018 **SNI Companies**

Project Assistant

Responsibilities include generating expense reports, project invoice processing, Project tracking,team members, calendar management, scheduling and coordinating meetings and event logistics Document control, issue and badge management of subcontractors.

February -June 2018 **Leprino Foods**

Hand-packer

Recognition of quality control problems such as frozen/soft cheese, extraneous, and proper blend considerations. This position requires lifting 50 pound boxes of cheese throughout the day and handpack string cheese into a box and lifting up to 30 pound tubs of cheese into the rework conveyor.

April -Nov 2016 **CDI Corporation**

Administrative Assistant

Responsibilities include generating expense reports, project invoice processing, Sap time writing for local and global team members, calendar management, scheduling and coordinating meetings and event logistics.

Apr 15-Apr 16 **Halliburton (Contract)**

Houston, Tx.

Administrative Assistant

Responsibilities include generating expense reports, project invoice processing, Sap time writing for

local and global team members, calendar management, scheduling and coordinating meetings and event logistics, Fedex and UPS shipping.

2013-2015

**Shell- Upstream- EA4U Project**

Houston, Tx.

Administrative Assistant

On-off Boarding of Project Team members, security badges equipment, desk setup etc... Depart Move coordinator to new facility

Fire Safety Warden for Project EA4U/ Fire Safety Certified.

Expense reports, Sap time writing for local/global team members.

Calendar management

PMO duties for Architecture Design Team

2012-2013

**Schlumberger- Smith International -Logistics Dept. (Contract)**

Houston, Tx.

Administrative Assistant

Answering multi-line phones, Production of bills of lading for domestic freight, Expense reports , Calendar management, Scheduling and coordinating meetings and events, FedEx and UPS shipping as well as Shipping coordination to outside facilities for Geo Diamond Bits and other offshore drilling equipment.

**Education: 07/2020 Colorado Technical University**

**(Currently attending bachelor's in project management)**

01/2016 Ocean County College

06/2000 Medical Assistant Certification

05/2000 Diploma: Medical Assisting Texas School of Business