

ENGINEERING COORDINATOR

Summary

I desire to work for a company that provides career advancement opportunities in a friendly environment. I would like to develop skills that make me proficient in my job and an asset to the company. I have a varied skill set and enjoy learning new techniques.

Experience

ENGINEERING COORDINATOR Jul 1996 to Jul 2016

Company Name i¼ City , State

- Proprietary Software License Administrator, Created database for internal and external customer tracking SAP Labor entry and approval for Systems R&D and Destructive Technology Groups SAP IO creation and Purchase requisitions Travel arranger for various group members Purchase Card for general and project supplies Patent meeting organization and award banquet dinners Meeting & Travel scheduling.

FACILITIES TEMP Nov 1995 to Jul 1996

Company Name i¼ City , State

FACILITIES ADMINISTRATOR Oct 1993 to Nov 1995

Company Name i¼ City , State

- Ordered parts and supplies.
- Maintained budget plan.
- Received several achievement awards.

BULK TELLER Jan 1990 to Oct 1992

Company Name i¼ City , State

- Vault commercial account teller.
- Bulk teller.

Education

Associate of Arts , Administrative Assistance 1990 Oklahoma Jr. College i¼ City , State , United States GPA: Â 3.95

Skills

Word SAP Time Approval

Excel Travel Arranger

Access Database Purchase Reqs in SAP

OutLook IOs in SAP

Pcard purchases Royalty Agreement Tracking