

# NAME

XXXXXXXXXX, ARLINGTON, VA ZIP CODE XXX.XXX.XXXX XXXXXXXXXXXX@GMAIL.COM

## Mission Support Specialist

Name of Organization | Agency

Announcement No. XX-XXX-XXXXXXXX-XX

Series and Grade: XXXXXXXXXXXX

Citizenship: U.S. Citizen

## QUALIFICATIONS PROFILE

Highly organized and detail-oriented professional with years of experience in providing in-depth and organized administrative support to numerous senior executives in different agencies. Well-versed in coordinating management meetings and special missions/events. Effective at fostering relationships with individuals from diverse backgrounds. Committed to delivering key responsibilities in line with mission objectives. Skilled at conducting weekly audit, inventory control, and statistics recordkeeping.

### Additional Qualifications Include:

- Knowledge of payroll processing, data archiving, and conference planning.
- Skills in implementing and maintaining a filing system as well as company database.
- Ability to communicate mission objectives and company processes.

## PROFESSIONAL EXPERIENCE

XXXXXXXXXXXX – ARLINGTON, VA ZIP CODE

### Mission Support Specialist

2014–Present

Supervisor: XXXXXXXX

Hours per Week: XX

Contact No: May contact/Do not contact

Annual Salary: XXXXX

- Hold responsibility in planning and coordinating logistics and materials of board meetings, committee meetings, and staff events
- Create detailed expense reports and requests of capital expenditures
- Order and distribute office supplies while ensuring compliance with fixed office budget
- Respond to redirected calls to proper authority
- Maintain a fleet of 15 vehicles for investigating agents
- Encode time and attendance with variations for the overtime of agents for payroll processing
- Prepare SAP records for the disposal of property including vehicles and copiers while retiring SAP records and other functions in relation to fleet management

XXXXXXXXXXXX - ARLINGTON, VA ZIP CODE

### Administrative Assistant, DHS

2010–2014

Supervisor: XXXXXXXX

Hours per Week: XX

Contact No: May contact/Do not contact

Annual Salary: XXXXX

- Served as procurement coordinator in charge of new equipment purchase and old equipment maintenance
- Took charge of processing requests for new fleet cards, cancellation of fraudulent or expired cards, and updating fleet records
- Coordinated with the filed officer to identify fraudulent activity
- Administered database systems including eComp, PARTS, Epic, and AQS

## EDUCATION

**Bachelor's Degree in Psychology**, GPA: Score/4.0 | 2017

XXXXXXXXXXXX | ARLINGTON, VA

**HIGH SCHOOL DIPLOMA**, GPA: Score/4.0 | 2014

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