**Jimmy P. Hacker**

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**Career Summary:**

Self-driven, proficient and certified Chief Administrative Officer with over 6+ years of experience in performing administration tasks, managing calendars, and maintaining strong client relations. Adept at overseeing tasks and supervising team, and resolve problems. Exceptional team player with good soft skills.

**Summary of Skills:**

* Extensive experience in handling administrative tasks, maintaining strong relations with clients, planning budget, and resolving unanticipated issues
* Skilled in maintaining office supplies, and ensuring smooth functioning in office
* Ability to prepare and submit accurate reports to senior executives
* Ability to supervise and oversee activities of the team as well as conduct training sessions for the new recruits
* Possess multi-tasking abilities and good time-management skills
* Adept at implementing business strategies using excellent decision-making, and critical thinking skills
* Strong leadership qualities with exceptional organizational and communication skills

**Work Experience:**

Chief Administrative Officer

Cushman Technologies, Jackson, MS

January 2017 – Present

* Developing and maintaining strong working relationships with clients by delivering assignments on time
* Redefining company policies to ensure quality work and delegating tasks to various teams to meet the company target
* Formulating business strategies and resolving issues arising within the administration department as needed
* Reviewing financial reports for implementing cost-cutting methods
* Reporting to the CEO and other senior executives about ongoing projects, client appointments, or discussing major issues in the company
* Coordinating with the HR department for conducting interviews and organizing training for the new recruits

Administrative Manager

Brockton Enterprises, Jackson, MS

April 2015 – December 2016

* Handled responsibility to oversee department's daily functions by supervising staff and providing necessary support
* Collaborated with account department to implement cost-effective methods, and develop budget
* Completed special projects with tight deadlines by understanding scope/requirements, coordinating plans, and monitoring results
* Assisted in the hiring process by reviewing applications, conducting interviews, and organizing training sessions for new recruits
* Conducted quarterly performance evaluation for the staff, and took disciplinary actions as required

Program Coordinator

Quarles Solutions, Jackson, MS

October 2013 – March 2015

* Completed a variety of administrative tasks, including organizing internal or external meetings, monthly conferences, and seminars
* Facilitated communication among different teams to provide up-to-date information to the client
* Arranged and scheduled numerous meetings of clients with high-level executives by coordinating different divisions and time zones
* Collaborated with account section to maintain an accurate and timely records of expenses and sales
* Handled general office and administrative duties such as placing order for office supplies, assisting members of various departments, and providing backup for workers
* Planned and organized special events such as corporate training sessions, team building activities, and various other events

**Internship:**

Administrative Assistant

JK Brady Corporation, Jackson, MS

August 2012 – September 2013

* Answered 20+ calls per day to note down customer queries, and forwarded calls to concerned personnel
* Worked under supervision to write and draft correspondence letters, mails, and faxed agreement documents
* Maintained a filing system to record daily tasks and prepared a concise report for the supervisor's review
* Handled travel arrangements for senior executives, and booked accommodation rooms during international meetings with stakeholders
* Ensured maintenance of office computer systems, and other equipment by scheduling timely repairs
* Checked office supplies, and placed orders with the regular vendors

**Education:**

* Bachelor's Degree in Business Administration   
  City University, Jackson, MS   
  2011

**Reference:**

On request.