**Christine R. Bennett**

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**Career Summary:**

Highly-professional and talented administrative director with more than 6 +years of experience in directing and managing various administrative activities of the organization, including HR, finance and management operations efficiently. Possess strong leadership, communication and multi-tasking skills as well as an ability to solve problems and motivate staff to carry out day-to-day office functions.

**Summary of Skills:**

* Strong leadership skills for supporting and motivating staff in performing best administrative, human resources and financial services as well as reaching common goals and objectives
* Good working knowledge of accounting and financial principles and procedures, HR policies, principles and practices as well as budgeting, financial analysis and forecasting
* Solid management and organizational skills to handle and manage multiple tasks simultaneously and within strict deadlines
* Strategic thinking skills as well as ability to innovate better business processes and achieve continuous improvement
* Active listening and effective communication skills to solve employees' concern, and develop relationship
* Strong analytical and problem solving skills to evaluate problems as well as quickly and efficiently develop practical solutions
* Effective writing skills to improve the quality of office correspondence, emails, applications, reports, and memos
* Proficiency in using Microsoft Office Suite applications as well as spreadsheets, databases, word processor, and Internet.

**Work Experience:**

Administrative Director

Lowe's Inc., New York, NY

June 2016 – Present

* Providing strategic financial leadership for the continuous improvement of the organization's financial condition as well as managing and directing HR activities
* Participating in design, development, and implementation of organization's practices and programs and ensuring their effectiveness and quality
* Providing support and leadership for daily administrative functions
* Leading, mentoring and motivating administrative staff to excel in their work as well as providing necessary training and educational programs to improve their performance and meet the organization's goals
* Planning and implementing strategies and policies to make administration more effective
* Participated in hiring, selecting and training processes of new administrative employees as well as developing best growth opportunities for the staff
* Establishing development of company's annual budget based on financial projections, and forecasting growth and revenue
* Ensuring staff allocations are consistent with office guidelines as well as proper development and implementation of organization's policies and procedures
* Ensuring administrative, financial, and accounting reports and statements are accurate, complete, and updated
* Maintaining office expenditure within budget limits as well as developing solutions to budget variances as appropriate

Human Resources Manager

Wills Watson Group, New York, NY

January 2014 - May 2016

* Delivered value added HR services across different departments of the company by building and maintaining strong working relationships and rapport with management team and employees
* Managed recruitment in coordination with hiring managers and talent acquisition team
* Developed job descriptions for different profiles as well as advised on compensation and benefits for employees
* Counseled employees and improvised employee retention rate
* Directed and participated in the development and administration of the departmental budget, and monitored revenues and expenditures
* Provided assistance on the interpretation of company's policies and procedures as well as consultation and advice on human resources issues
* Integrated advanced technology in day-to-day activities and improved efficiency

Human Resources Coordinator

Fairfax Group, New York, NY

April 2012 - December 2013

* Supported recruiting processes by posting job descriptions online and offline as well as scheduled interviews for selected candidates
* Compiled, updated, and maintained HR reports and provided information as needed to support business needs and motivated team engagement
* Worked closely with the team and met business goals and objectives
* Operated HRIS system to maintain and update employee records
* Ensured that organization's policies and procedures are followed and administered in a fair and non-discriminatory manner
* Implemented FMLA (Family & Medical Leave Act) and other benefits programs
* Served as the first point of contact for HR inquiries, and provided support to HR director for various administrative activities

Administrative Assistant

Lockheed Martin Corporation, New York, NY

February 2011 - March 2012

* Scheduled appointments and handled various electronic and written correspondence
* Screened, answered, and directed phone calls to relevant staff member
* Assisted with project set-up and planning documentation processes
* Created, maintained, and administered new processes and guidelines related to group tasks and client services
* Arranged meetings and taking notes and minutes
* Maintained employees' log-in and log-off records
* Potentially arranged and assisted managers with team-building and cultural activities

**Education:**

* Bachelor's Degree in Business Administration
New York University, New York, NY
2010

**Reference:**

On request.