



Marla Mikaelian

Professional Experience: 23 years ♦ HSI Experience: 10 years

Education:

Bachelor of Business
Administration,
University of Phoenix

Mt. San Antonio
College, 1988-1991

Relevant Skills:

- Administrative
- Customer service
- Purchasing
- Job costing
- Invoicing
- Project Schedules
- Proposals, RFP's
And PowerPoints

Summary

Administrative Assistant II, Responsible for the administrative activities of the firm. Provides support to clients and technical staff. Responsible for job costing, invoicing, accounting support functions, maintenance of the HSI library, fixed assets and purchasing.

Technical Experience

Administrative Assistant, Assets & Inventory

Mrs. Mikaelian tracks facilities assets and field equipment inventory for cost depreciation, usage rate, and disposal.

Administrative Assistant, Invoicing

Mrs. Mikaelian coordinates and completes the client invoicing and summaries on a timely and accurate basis. Including logging and maintaining all vendor invoices, field equipment usage, report costs, credit card statements, travel reports, and other miscellaneous charges.

Administrative Assistant, Reports

Mrs. Mikaelian routinely compiles, prints and creates electronic copies of reports for clients.

Administrative Assistant, Project Schedules

Mrs. Mikaelian updates all the project schedules on a monthly basis in Microsoft Project.

Administrative Assistant, Proposals, RFP's and PowerPoint

Mrs. Mikaelian creates and sends out proposals and RFP's on as needed basis. She also creates PowerPoint presentation as needed.

Administrative Assistant, Library

Mrs. Mikaelian purchases required project publications, books and maps. She also organizes and stores in library for future reference.

Administrative Assistant, Brown Bag/Special Functions Coordinator

Mrs. Mikaelian coordinates all of HSI's functions to the smallest detail to ensure all activities are not only team building but cost effective for the company.

Administrative Assistant, Facility's Receptionist

Mrs. Mikaelian coordinates schedules of staff and makes necessary travel arrangements. She is responsible for scheduling meetings for all employees along with providing hospitality service arrangements as necessary. In addition, she transcribes and records meeting minutes on a weekly basis.

Administrative Assistant, Purchasing

Mrs. Mikaelian coordinates and purchases various supplies for the office facility and field equipment.

Marla Mikaelian (*continued*)

Other Work Experience:

Administrative Assistance/Supervisor, Engineered Comfort Systems, Inc. Santa Fee Springs, CA

Mrs. Mikaelian was responsible for all levels of a project. She received orders from sales engineers, complete and sent orders to various factories. She followed up with factories on each order for lead times, shipping and delivery coordination. She was the liaison between the factory and the client. She was responsible for requesting and receiving customers purchase orders, checking credit and filing applicable lien notices. She was also responsible for paying factory invoices and invoicing/collecting from the client. She completed job costing activities and negotiated with clients and sales engineers on project back charges.

Years: 1989-1995