

CAROL KELLY

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PERFORMANCE SUMMARY

Highly-organized Executive Administrative Assistant / Project Coordinator, particularly effective in project management and time prioritization. Track record of ensuring fulfillment of launch deadlines and handling challenging situations with tact. Excellent communication skills and team leading expertise. Experienced in using graphic design software including Adobe products like Illustrator, Photoshop and Visio.

COMPUTER SKILLS

MS Project, Microsoft Office, Word, Excel, Access, Power Point, Lotus, Adobe: Acrobat, Illustrator, Photo Shop, Auto CAD, Auto Set 25, Publisher, 1-2-3, Visio, Page Maker, Word Perfect, QuickBooks, ACT. Asana, SharePoint, Outlook. Macintosh: Quark Express, Data Base III. HTML: website development; advanced Internet research

WORK HISTORY

2007 – To Present:

Raleigh, NC

Independent Contractor & SEO Coordinator

Solopreneur: Solutions Social Media LLC & project coordinator: in multiple companies for diverse industries. Technical Writer: generate technical info into marketing communications via - White Papers /Case Studies/Brochures. Translate technical drawings and schematics into clear, readable documents for technical and non-technical users.

- **Executive Virtual Assistant:** Provide executive-level administrative support, handling multiple tasks and provide assistance to senior executives in fast-paced and demanding work environments. * Extensive worldwide travel coordination (US, Europe, Middle East, Asia and Pacific Rim). Responsible for Visa/Passport processes. Corporate Transcription. Legal Coding. Certified Social Media Strategist.
- **Real Estate & Investment Assistant** - Property profiler, lead generation, researching FSBO, obtaining tax and deed facts, comps, preparing data base lists and researching property owners. Assisted with acquisitions and sale of properties.

1995 - 2006 – Veeco Instruments Inc., Plainview, NY

Technical Documentation Specialist

- **Illustration Editor:** Converted technical drawings and schematics to PDF format using Auto Set, Auto CAD & CAD Publisher. Formatted policies & procedures and technical drawings for print using Adobe Illustrator. Created bookmarks and links using Acrobat Exchange. Finalized documentation packages for print. Prior to promotion of present position acted as Administrative Assistant to the President of Process Equipment Division and Vice President of Marketing.

EDUCATION

Suffolk Community College, Brentwood, NY

Associate of Applied Science, Business Administration

Certification Courses: Auto CAD & CAD Publisher. Adobe Photoshop, Illustrator, Advanced Word for Windows Productivity, Advanced - Excel, Access and Power Point. Certified Social Media Strategist