

# Alister Trust

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## Summary

- ☑ Self-motivated graduate with a strong commitment and degree in business management.
- ☑ Proficient in providing administrative support through managing various clerical functions.
- ☑ Effective in operating office equipment and entering data into the systems.
- ☑ Proactive problem solver highly adaptable to changing circumstances.

## EDUCATION & TRAINING

Illinois State University, Normal, IL

**Bachelor of Science in Business Administration** • 2015

Illinois State University, Normal, IL

**Associate of Science in Business Administration** • 2011

### TRAININGS:

- Basics of Effective Business Management Training Course - Business Training Center, IL
- Business Start-Up Ideas - Business Training Center, IL

## EXPERIENCE

**SERT Group**, Normal, IL

**Internship - Administrative Assistance** • May 2015 - Sept 2015

- Answered phone calls from potential customers and provided information about company's products and services.
- Assisted admin support staff with the preparation of weekly and monthly reports.
- Operated office equipment and informed supervisors when the office was running low on office supplies.
- Provided support with processing invoices and expenses forms.
- Entered data into the system, maintained documentation.

**Good to Everyone**, Highland, IL

**Fundraiser** • Dec 2014 - Mar 2015

- Assisted in the development and implementation of a fundraising program.
- Planned and managed fundraising events.
- Researched donor prospects and handled donor acknowledgements.
- Interacted with donors and sponsors; organized donor meetings.
- Entered data into the system and maintained the organization's database.
- Developed promo materials, presentations and mailings.

## SKILLS

- |                         |                        |
|-------------------------|------------------------|
| - Microsoft Office      | - Interpersonal Skills |
| - Planning & Scheduling | - Multi-Tasking        |
| - Flexibility           | - Creativity           |
| - Teamwork Orientation  | - Prioritizing         |

## REFERENCES

References are available upon request.