**Carla Forluniau**

Administrative Assistant | GASTech – Kronos | Abila, Kronos

Objective

Seeking a position as an Executive Administrative Assistant using effective time management skills along with high level of discretionary decision making in order to ensure smooth office operations.

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| Professional Experience |

GASTech – Kronos - Administrative Assistant 2005-Present

* Administrative support of the Information Technology group at GASTech, Kronos headquarters.
* Management support of both the group manager and of the staff in the group. This includes support for travel, teleconferences, training and calendaring.
* Participate in vendor calls and visits. Ensure efficient scheduling and facilitate meetings leading to contract agreements.

Onda, Inc. - Kronos

Administrative Assistant 2000-2010

* Provided a wide range of administrative support for Onda Incorporated.
* Skilled user at required office software suites, MS Office and internal tools.
* Processed requisitions for materials to be moved from branch to branch.

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| Other Relevant Experience |

Kronos Military

* Required service complete 1999. Specialized in coordination of large group events, such as training and deployment.