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| **Kenora Lashawn Adams**  22800 Bluverde roAD  SAN ANTONIO,TX 78261 | |
| Phone 1708-543-5558  E-mail kenora1121@gmail.com | |
| JOB OBJECTIVE | |
|  | To be successful in my position by applying and utilizing my office training toward an awarding career. |
| SUMMARY | |
|  | * Administrative professional experienced working in fast-paced environments demanding strong organizational, technical, and interpersonal skills. * Trustworthy, ethical, and discreet; committed to superior customer service. * Confident and poised in interactions with individuals at all levels. * Detail-oriented and resourceful in completing projects; able to multi-task effectively. Eligible for Secret clearance expires January 2022 |
| Employment | |
|  | **Alamo Area Council of Governments (AACOG)**  Alamo Regional Transit  Transportation Administrative Assistant   * Maintained complete maintenance for a relatively large agencies fleet i.e. complete data and upkeep of fleet maintenance software program, inspections, registrations, mileage, etc. filed and recorded all fleet maintenance with appropriate agencies such as for the Department of Motor Vehicles and TX DOT. * Key player during maintenance department audits, procurement input, filing, providing up to date information to managers, supervisors and all other transportation staff * Implemented all agencies policies and strong motivator for staff * Instilled a professional positive attitude all while providing new ideas and making sure they were implemented and utilized throughout the department * Set up transportation manuals i.e. rules and regulations and transportation policies and procedures * Knowledgeable of all other assigned administrative duties and executed in a professional manner   **Unaccompanied Housing, Joint Expeditionary Base Little Creek, Virginia Beach, VA**  Desk Clerk, (40 Hours per week)  July 2015- June 2016  Supervisor:  Phone: 757-462-7258   * Serves as assistant to the supervisor in leading front desk clerks in providing excellent 5 star service * Customer service /data entry: Provide information to guest concerning quarters, transportation, entertainment, medical, commissary and any other services on and off base. Use of interactive database to track guest information. Determine room assignment according guest rank and travel order status. Follow up with guest to ensure their stay is positive. * Administrative: Submit time and attendance worksheets, work schedules, and used Excel and Word weekly for utilization reports, reporting Flag Officers reservations, and maintaining Geographical Bachelor Wait List Log during the absence of supervision. * Gathers and analyzes data on knowledge, skills, speed, volume and quality of work processes. Identifies, recommends/proposes technical solutions to space, supplies, and equipment issues. Provides administrative control, review, and editorial service for all command publications and orders. * Plans, develops, and conducts records management surveys. * Formulates operating policies and procedures, which govern the mission and services of records management. · * Training: trained new employees Property Management System for tracking in-house guest; and front desk operations. * Interpret agency regulations: Interpret agency regulations, policies, and procedures for lodging requirements; military and civilian travel orders, and training requirements. * Established work priorities and assigned duties. Resolved technical hardware and software problems. Promoted cooperative working relationships and ensured staff functioned as a cohesive team. * Maintain property management system (pms) records: Using expert knowledge of the PMS to collect and analyze information for statistical purpose. Manage PMS database information as change occurs. * Maintains the reference library within the Unaccompanied Housing, ensuring that all instructions, manuals and regulations are up to date and current. * Maintains the Unaccompanied Housing training database and notifies the directorate of all required training for their staff.   **Ship Serviceman**  **United States Navy**  USS Truxtun (DDG-103), Norfolk, VA  November 2011 – July 2014   * Examine documents, materials, and products, and monitor work processes, in order to assess completeness, accuracy, and conformance to standards and specifications. * Review documents such as production schedules, work orders, and staffing tables to determine personnel and materials requirements, and material priorities. * Confer with department supervisors and other personnel to assess progress and discuss needed changes. * Revise production schedules when required due to design changes, labor or material shortages, backlogs, or other interruptions, collaborating with management, marketing, sales, production, and engineering. * Confer with establishment personnel, vendors, and customers to coordinate production and shipping activities, and to resolve complaints or eliminate delays. * Record production data, including volume produced, consumption of raw materials, and quality control measures. * Requisition and maintain inventories of materials and supplies necessary to meet production demands. * Calculate figures such as required amounts of labor and materials, manufacturing costs, and wages, using pricing schedules, adding machines, calculators, or computers. * Distribute production schedules and work orders to departments. * Compile information, such as production rates and progress, materials inventories, materials used, and customer information, so that status reports can be completed. * Arrange for delivery, assembly, and distribution of supplies and parts in order to expedite flow of materials and meet production schedules. * Contact suppliers to verify shipment details. * Maintain files such as maintenance records, bills of lading, and cost reports. * Plan production commitments and timetables for business units, specific programs, and/or jobs, using sales forecasts. * Establish and prepare product construction directions and locations, and information on required tools, materials, and equipment, numbers of workers needed, and cost projections. * Compile and prepare documentation related to production sequences, transportation, personnel schedules, and purchase, maintenance, and repair orders. * Provide documentation and information to account for delays, difficulties, and changes to cost estimates. |