

MARIE P. ANTOINE
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SUMMARY

Administrative support with excellent customer service skills. Interact with strong degree of judgment and discretion. Additional skills include:

- Event Planner
- Team Player
- Decision Maker
- Problem Solving
- Software and computer skills
- Multi-Tasking
- Organizational Skills
- Excellent Communication

EXPERIENCE

Guilford County Schools, Greensboro, NC

Substitute Teacher

2007 to Present

- Conduct daily lesson plan
- Supervise students during class activities
- Plan and coordinate special projects with teachers and individual students

North Carolina Agricultural and Technical State University, GREENSBORO, NC

2010 to 2011

Administrative Support

- Assisted the Dean of the School of Technology with special projects
- Maintained Deans calendar, made travel arrangements, and processed travel vouchers
- Booked room reservations for various events in Smith Hall
- Opened and Maintained new initiative files, and attended with general customer service
- Attended meetings, recorded and maintained minutes
- Ordered supplies, and processed payment requisitions

Hunter College, City University of New York, New York, New York

1997 to 2006

Administrative Assistant

- Managed daily operations of the Office of the Vice President for Administration
- Worked closely with the Director of Environmental Health and Safety
- Coordinated events, inspections, and trainings related to EPA and the university community
- Served as liaison between department, universities, and agencies
- Responded to inquiries from a diverse university community and the general public
- Provided excellent customer service and maintained professionalism
- Handled personnel issues with Human Resources for V P's direct reports
- Generated and mailed out invoices to vendors and contractors

marie Antoine

Staff Support

- Coordinated seminars, orientations and academic advisement in the School of Education
- Assisted the Dean, Director, advisors, and faculty with various requests
- Accessed SIMS to process multiple transactions on students records
- Communicated effectively with diverse university community and the general public

Baruch College, City University of New York, New York, New York 1989 to 1997

Secretary

- Responsible for the daily operations of the Campus Planning and Facilities Office
- Assisted the Chief Engineer with all secretarial and clerical duties
- Worked closely with Human Resources to handle personnel issues
- Ordered supplies and processed requisitions, travel vouchers and purchase orders

Agora Boutique, New York, New York 1984 to 1989

Sales Associate

- Sales of Haute Couture European Clothing and generated a \$200 thousand dollars transaction
- Consulted with clients one on one for special requests
- Managed inventory and maintained floor displays

EDUCATION

MA, Elementary Education, North Carolina Agricultural & Technical State University, Greensboro, NC
Completed 24 credits.

B A, Hunter College, City University of New York, New York, New York 1993

Major: Communication

Minor: Psychology