

Sheila S. Randleman

1403 Wiley Lewis Road

Greensboro, NC 27406

(336) 274-4445

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SUMMARY

High level administrative support professional with over 15 years of organizing and managing critical projects, along with performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings, travel and event coordination. Professional, strong interpersonal communications and multitasking skills. **Expertise also includes:**

- Office Management
- Microsoft Word, Excel, PowerPoint
- IBM Lotus Notes, SAP
- Project Management
- Human Resources Background
- Administrative Support

PROFESSIONAL EXPERIENCE

VF Corporation, Greensboro, NC

2004-2009

Administrative Assistant, VP of Marketing, *VF Jeanswear, Wrangler Western Specialty, Wrangler Mass and Lee*

- Prepared invoices, reports, memos, letters, financial statements and other documents.
- Conducted research, compiled data, and prepared papers for executive presentations.
- Produced all VP expense reports utilizing the Expense Reporting Software (ERS) system.
- Generated all appraisals given by VP for 35 individuals in the marketing department.
- Monitored and maintained attendance/vacation records for a department of 35 employees.
- Utilized Lotus Notes tools to manage meetings, book meeting rooms and maintain calendars.
- Maintained supplies needed for the department and managed the budget for such supplies and reconciliation with accounts payable savings of \$700 a year.
- Scheduled events such as catering 20-50 large meetings a year, including scheduled travel accommodations for 7 marketing managers.
- Maintained all departmental equipment-10 (copiers, printers, faxes) to ensure they were operational.

Administrative Assistant for VP of Operations, *VF Playwear*

1993-2004

- Organized and expedited work flow through the various areas within the operations team.
- Compiled and distributed all mail and printouts for a department of 45 people.
- Administered weekly non-exempt timesheets.
- Planned and scheduled meetings, conferences, and travel for VP.
- Managed and updated safety manuals; scheduled training for emergency response team and CPR.
- Utilized Microsoft Excel for generating orders and inventory reports.
- Responsible for all maintenance in department: office supplies, copier, printers, faxes and ordering supplies through E-Way, ensuring expenses were within budget.

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PROFESSIONAL EXPERIENCE, continued

FIRST HOME FEDERAL, Greensboro, NC

1987-1993

Operations Assistant, Facility Services Department

- Supervised switchboard operator and handled various security related problems.
- Responsible for all major bills for company coding and approving for accounting department.
- Directed and provided solutions for all telephone (AT&T System 75 Terminal) or maintenance problems within the company.

Administrative Assistant, Human Resources

- Assistant to Human Resources Director and personnel. Responsible for general administrative assistant functions including maintaining confidential personal data, updating organizational charts, scheduling business functions and meeting, and incorporating the use of PC within the company.
- Implemented and delivered scoring of Predictive Index Screen for applicants interviewed for employment.
- Organized and compiled monthly data for Affirmative Action Administrative Manual.

Wrangler, Blue Bell, Inc - Greensboro, NC

1973-1987

Administrative Assistant, Insurance Manager, Group Insurance Supervisor

- Performed all general offices duties
- Primary focal point for employee questions regarding their insurance coverage, cost and claims.
- Compiled and distributed monthly Workers Compensation Loss Disposition Report.
- Demonstrated strong interpersonal skills when handling injury claims and follow-up on unemployment insurance claims.

Administrative Assistant, Recruiting Manager

- Scheduled appointments, travel arrangements and interviews with employment agencies and applicants.
 - Received emergency training for blood born pathogens, severe weather and first aid.
 - Administered pre-screening tests and maintained confidential personnel records on all employment applicants.
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EDUCATION & LICENSES

Guilford Technical Community College, Jamestown, NC

Certified Notary Public in North Carolina (2000-Present)

Microsoft Office 2007 (Word, Excel, PowerPoint), Comp U Class, Greensboro, NC

Certified Business Professionals Program, It Training & Solutions, Greensboro, NC