

MARGARET STELLAR

2100 Royal Spring Lane • Minneapolis, Minnesota 47146 • 713-904-4545

Expertise

Results-oriented professional with experience planning and directing executive-level administrative affairs. Combines strong planning, organizational and communication skills with the ability to work in an extremely fast-paced environment. Excellent problem solving skills; creative and resourceful in resolution. Trusted advisor, liaison, and assistant. Proficient with leading PC applications including word processing programs. Well-rounded performer committed to continued excellence.

Qualifications

- Excellent creative, people-oriented communication and organizational skills.
 - Self-motivated with high-performance standards and strong emphasis on goals, deadlines and quality of work.
 - Strong work ethic with ability to execute a variety of projects simultaneously.
 - Can work independently in a confidential role or as a team player.
 - Excellent secretarial, computer and Internet skills.
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Professional Highlights

MOTORRACE INCORPORATED – Austin, Texas

2000 - 2002

Executive Administrator

Customer liaison at executive level; frequent personal communication with all customers from receipt of order through delivery.

- Administrator for manufacturer of customized commercial vans and buses serving nationwide hotel and senior care industries.
- Customer liaison at executive level; frequent personal communication with all customers from receipt of order through delivery.
- Administrative duties included preparation of sales reports, sales commissions, and complete vendor rebate program.
- Additional duties included travel arrangements, trade show coordination, routine correspondence with customers via postal mail, fax, e-mail.

HEAVY MACHINES, INCORPORATED - Memphis, Tennessee

1986 – 2000

Sales Administrator

- Marketing and sales administration supporting Executive level marketing and sales in a heavy equipment distributorship, supplying Intermodal, Forestry and Mining Industries in the U.S.
 - Strong customer promotion with thorough knowledge of sales and customer support procedures.
 - Successfully managed a specialized European component program in the U.S. Railroad Intermodal market averaging \$1,250,000 annually.
 - Routinely prepared capital equipment proposals. Close liaison with manufacturers and customers to achieve timely delivery of product to the workplace.
 - Coordinator for employer & manufacturers trade show arrangements/seminar planning.
 - Completed multiple research projects as assigned.
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Education

CHARLOTTE BUSINESS COLLEGE—Charlotte, North Carolina - Associate Degree, Secretarial Sciences

UNIVERSITY OF NORTH CAROLINA – Charlotte, North Carolina - English Major – 25 hours, 3.5.

METROPOLITAN STATE COLLEGE – Denver, Colorado - English, Psychology – 16 hours, 4.0.

Computer/Office Skills

Microsoft Word • Microsoft Excel • Microsoft Office • PowerPoint • Dictaphone Transcription