

MARGARET F. PHILLIPS

Highly motivated Administrative Professional with 15+ years of experience. Exceptional interpersonal and organizational skills with a good eye for detail. Self-starter with the ability to multi-task and provide administrative support for complex and time sensitive projects. Uses discretion and sound judgment, respecting highly confidential materials and projects. Dedicated and hard working.

PROFESSIONAL EXPERIENCE

Administrative Support Assistant II

2006 – Present

Harrison School of Pharmacy, Auburn University, AL

- Sole administrative support person for our department that includes 40+ faculty and staff members.
- Attends and organizes all department meetings; types and disseminates agendas and types minutes.
- Handles recruitment process: advertises in professional journals and websites; uploads ad to on-line HR website; attends recruiting trip – reviews resumes, sets up appointments and organizes faculty interview schedules; develops on-site interview itineraries, and completes hiring paperwork
- Tracks travel expenses, creates spreadsheet and logs expenditures.
- Makes detailed travel arrangements; processes travel vouchers.
- Assists in preparation of promotion and tenure materials.
- Plans and coordinates departmental retreats and other special events.
- Operates and maintains office equipment; orders furniture and office supplies.
- Answers and directs calls, responds to emails, and distributes mail as appropriate.
- Trains, interviews and supervises work-study students and student workers.
- Creates and manages surveys through Qualtrics (online survey software)

Executive Secretary II

College of Human Sciences, Auburn University, Auburn, AL

2004 - 2006

- Assistant to the Associate Dean for Academic Affairs.
- Updated, edited, and finalized the handbook for the *Joseph S. Bruno Auburn Abroad in Italy* program.
- Disseminated, reviewed and obtained all forms necessary for students attending the abroad experience.
- Scheduled individual and group meetings for students who were interested in traveling abroad.
- Interacted with Office of International Programs regarding student's paperwork and passports.
- Corresponded with and answered questions to students and parents in person, by phone and e-mail.
- Handled large volume of time-sensitive and confidential materials.
- Updated and tracked scholarships recipients in an on-line database.

Executive Secretary III

President's Office, Auburn University, Auburn, AL

2004

Facilities Division, Auburn University, Auburn, AL

2001 - 2004

- Assistant to the Associate Provost and Head of Facilities and the Special Assistant to the President.
- Served as a liaison between Auburn University employees and outside personnel for the Associate Provost for Facilities and Special Assistant to the President.
- Compiled, organized, and proofread all facility related submissions to the Board of Trustees.
- Scheduled meetings, maintained daily calendar and resolved scheduling conflicts.
- Edited and reviewed all memoranda, reports, and other confidential materials.
- Maintained an extensive and organized filing system.
- Screened all incoming phone calls, visitors and replied to all emails within 24 hours.

EDUCATION

Bachelor of Arts – Ohio Wesleyan University, Delaware, OH

Professional Development Courses – Have completed over 35 HRD Fast-Train Courses

COMPUTER SKILLS

Microsoft Suite (Excel, PowerPoint, Word, Outlook, Publisher, Photo Editor), Google Drive (Google Docs), and Adobe Acrobat Pro (Photoshop)

AWARDS **Outstanding Staff Member** - 2010

COMMITTEES **Chaired** – Annual Staff Awards Committee; **Member** – Staff Development Committee