

Adam Powell

Rockville, 20851, United States

301-768-1849

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Languages

French -
Bilingual or Proficient

English -
Bilingual or Proficient

Interests

- providing practical help and support through basic needs assistance (food, clothing, shelter), after school program at the church of laurel Maryland where I got Baptized twice in 3 years

Summary

Proactive administrative assistant with over 10 years of experience in office management and customer support. Skilled in negotiating contracts, organizing events, and implementing efficient filing systems. Successfully led initiatives that enhanced operational efficiency, including a digital filing system that improved document retrieval. Committed to providing exceptional administrative support and contributing positively to team dynamics while adapting to changing business needs.

Work Experience

Administrative Assistant, Addison Group, Alexandria

08/2020 – 12/2023

- Negotiated contracts with vendors, achieving significant savings in operational costs.
- Coordinated company events, enhancing employee engagement and collaboration.
- Managed incoming and outgoing correspondence, ensuring timely communication through email and mail.

Admin Administrative Assistant, Manpower Staffing, Washington

06/2016 – 06/2020

- Oversaw office inventory, guaranteeing that all supplies were adequately stocked.
- Planned and organized company events to facilitate team-building and networking.
- Facilitated international and domestic travel arrangements for staff members.
- Implemented a new digital filing system, optimizing document retrieval efficiency.

Entrepreneur, Self Employed Services, Laurel

05/2005 – 03/2019

- Identified market opportunities and crafted strategic business plans to capitalize on them.
- Negotiated and secured partnerships with key stakeholders, significantly expanding market reach.
- Cultivated and maintained a strong company brand, establishing the business as a leader in its industry.

Customer Account Executive 2, Xfinity Comcast, Riverdale Park

01/2003 – 04/2005

- Monitored industry trends to provide competitive product recommendations to clients.
- Collaborated with client service representatives to enhance customer satisfaction.
- Documented sales activity meticulously to track performance.
- Upsold products and services, fostering customer loyalty and repeat business.

Administrative Assistant, Randstad, Bethesda

01/2002 – 01/2003

- Coordinated travel arrangements and itineraries for staff members efficiently.
- Managed confidential documents with the highest level of discretion and integrity.

- Assisted in the planning and execution of corporate events and meetings.
- Processed invoices and handled accounts payable with precision.

Specialist CF4, Army, United States Military, Fort Campbell North

01/2001 – 01/2002

- Spearheaded groundbreaking research initiatives, contributing to advancements in the field.
- Assisted in performing over 10 surgical procedures with doctors, skillfully passing instruments.
- Conducted rigorous quality assurance tests, upholding the highest standards of excellence.

Marketing Assistant, University Of The District Of Columbia, Washington

01/2000 – 01/2001

- Monitored social media platforms for customer feedback and brand mentions effectively.
- Crafted engaging content for marketing materials, including brochures and newsletters for the institution.
- Supported the marketing manager in various daily administrative tasks.

Education

Hallford University, DBA, Business Administration, Wilmington, Delaware, United States

01/2026 – PRESENT

Strayer University, Online, MBA, Management, Maryland

01/2020 – 06/2021

University of The District of Columbia, Bachelor of Science, Biology, Washington

01/1998 – 05/2000

High Point High School, Diploma, Science, Beltsville

01/1996 – 05/1998