



# Alison Anderson

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## ○ Skills

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### **Applications**

10 years experience with MS Office (XP, 2000, 1997), 12 years experience with Photoshop (7, CS-CS5), MS Dynamics, MS Money, Outlook, Outlook Express, Lotus, MS Frontpage, Dreamweaver.

### **Administrative Skills**

Project managing, Website Editing, Scheduling, Office Procedures, Typing (85+ wpm), Managerial Skills

### **Employment Skills**

- Provides flawless assistance to busy executives
- Ability to utilize and manage multiple databases
- Experience utilizing CRM to complete RFQ and track sales
- Maintain excellent customer relations and develop customer rapport
- Maintain multiple schedules
- Accomplished Project Manager
- Worked as a liaison between pet owners and foreign government
- Delegated responsibilities to employees to exceed company expectations

## ○ Work Experience

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### **2012 - Current**

#### **Physik Instrumente: Auburn, MA**

##### **Sales Administrator**

- Coordinated domestic and international travel for VP Sales and Sales Team
- Gave exclusive support to the VP Sales and his team
- Utilized CRM to assemble quotes, track sales, and save customer data
- "Key Power User" for MSDynamics, and gave weekly training meetings to entire Sales Team
- Managed schedule and itinerary for multiple departments throughout the company
- Managed VP Sales and Sales Team travel
- Managed multiple databases and compiled weekly and monthly sales reports
- Prepared official quotations
- Maintained internal website, and Facebook page

### **2012**

#### **Office Temps (Temp for United Way): Worcester, MA**

##### **Administrative Assistant**

- Designed and edited curriculum documents for financial literacy conference (Graphic Design)
- Designed Press Release for financial literacy conference
- Provided administrative support for the Women's Initiative Director

### **2009-2010**

#### **Apple One (Temp for NYS Health Department): Albany, NY**

##### **Administrative Assistant**

- Designed, organized, and populated a database to house results of a Lyme Disease health study
- Contacted physicians and county health departments to conduct Lyme Disease sentinel surveillance study
- Administrative Support

### **2007-2009**

#### **Pet Transporter Worldwide: Albany, NY**

##### **Executive Assistant/Trip Coordinator**

- Planning pets' trips anywhere around the world.
- Being a liaison between the pet owners and foreign government officials.
- Provided Executive Assistance to CEO and President
- Created and maintained website and MySpace page

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**Hudson Valley Community College - Albany, NY. - June 2003**

BioTechnology Major