CollinsCorp

You follow your passion

Business, Engineering, Aerospace, Construction, Technology, Government, Entertainment, Academia

I'll follow mine

Project Coordination, Executive Administration, Problem Solving, Resource Management

Executive Administration / Project Coordination

COLLINSCORP.*biz*

Shelly@CollinsCorp.Biz
Facebook/CollinsCorpBiz
714.991.3904 ph
Anaheim, CA

Serving the Greater
North Orange County area
Anaheim, Brea, Placentia, Orange, Fullerton,
Diamond Bar, Upland, Chino Hills, North Irvine,

Technology
Scheduling
Accounting
Communications

Project Coordination / Executive Administration

ADMINISTRATITIVE SERVICES

- **COMMUNICATIONS**
  - Clients, vendors, peers
  - Written, verbal, electronic

- **ACCOUNING**
  - Billing reports & claims

- **TRAVEL**
  - International & domestic. flights, hotel, transportation, event registration, etc.

- **TIME MANAGEMENT**

- **ORGANIZATION**

- **SCHEDULING/CALENDARING**

- **PROJECT COORDINATION**

- **WORD PROCESSING**

- **EVENTS**
  - Venue, catering, transports

- **DOCUMENT CONTROL**
  - Research, development, reproduction, packaging, presentation, tracking, and archive

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MCDONNELL DOUGLAS

I noticed this trend when working with Rolls-Royce Aircraft programs in Long Beach in conjunction with the MD-11 program in the 1990's.

McDonnell Douglas was restructuring their workforce in a manner that eliminated 'middle management'.
Encouraging senior managers to interact directly with workers, and educating workers to be able to take on some of the tasks middle managers had performed.

The result of this strategy . .
　　　　McDonnell Douglas no longer exists.

*How much more could you get done **within your specialty** if you were no longer performing the administrative tasks listed to the left of this page?*

⬅

Be effective <u>in your specialty</u>, and . . . (?)

Companies are expecting specialist to be effective in their specialty and, in addition, somehow account for their own travel, reporting, documentation, liaison's, & coordination of schedules, meetings etc., with the assistance of copy, IT, travel, and accounting departments, etc.

It takes time to coordinate and finalize with these departments, in addition to residual follow-up questions;
(i.e. billing codes, expense claims, resource designations, reporting/documentations).

TECHNOLOGICAL SERVICES

Microsoft Office Suites

Advanced: Word, Excel, Outlook, PowerPoint. Proficient: Publisher, Access, Project Scheduler, and Visio

Financial Tracking

Software Installation

Operating Systems Management

IT Troubleshooting

Database Management

Social Networking

Word Processing

Electronic Archive

Adaptable to various new & existing programs, including Corporate specific Software

i.e. (Capital Group, B/E Aerospace), Oracle, Quicken, PMPortal (Tetra Tech), and Mas90 (accounting).

TECHNOLOGY

Advanced proficiency in the widest used MS Office Suite programs, and tend to reach at least an 'average' proficiency with any program I work with longer than two to six weeks.

Started learning software installation, Operating Systems management, and troubleshooting while helping to maintain the Rolls-Royce Aircraft Programs field office in Long Beach around 1990, and continue to upgrade those skills.

I coordinate with accounting teams using Quicken, Quickbooks, Mas90, PMPortal (Oracle), and any other Corporate specific (Capital Group, B/E Aerospace, Tetra Tech) financial and/or project tracking software; and quickly adapt to any internet based, database, social networking, or other programs.

ADMINISTRATION

Time management, prioritization, the advances in technology are utilized to coordinate the various demands of each trade.
Effective management of resources, at the very least, requires updating and streamlining processes, clear communications, coordinating projects, schedules, meetings, travel, and events; and competent financial and progress reporting.
The unique requirements of each industry are quickly assimilated into this process.