

Caroline McMahan

PROFILE

Office manager offering 24 years of increasing responsibility in the Radio Frequency (RF), Semiconductor, and IP&E, industry. Highly capable and self motivated, assisting colleagues across the organization to achieve sales, marketing, service and quality objectives. Detail and deadline oriented, quickly developing product and procedural knowledge. Able to manage multiple projects concurrently. Seeking a leadership role, that will capitalize on and expand upon my management skills in the RF, Semiconductor, and IP&E industry.

OBJECTIVE

Challenging administrative position in a growth-oriented organization, which offers diverse job responsibility.

ADMINISTRATIVE SKILLS

- Effective written and verbal communication skills
- Proven ability to reach targeted goals
- Strong organizational and interpersonal skills
- Efficient detail-orientation produces highly accurate results
- Proficient in performance of general office duties, including correspondence, planning complicated travel itineraries, and demonstrating phone etiquette

STRENGTHS

- Twenty-four years of increasing responsibilities in the RF, Semiconductor, and IP&E industry
- A high-energy, enthusiastic and dependable individual who excels in challenging and competitive environments
- Highly flexible in assuming increased responsibilities. Capable of building effective working relationships with diverse colleagues.
- Software: Microsoft Office, Lotus Smart Suite, CRM, WebI, SAP

EDUCATION

1978 - 1981 Franklin High School, Somerset, NJ, High School Diploma

Administrative Assistant – Avnet Electronic Marketing, Mount Laurel, NJ 2000-2004

Marketing Administrator – STMicroelectronics Inc., Montgomeryville, PA 1989-2000

Export Sales Administrator – Microwave Semiconductor Corp, Somerset NJ 1980-1989