

Randy R. Howell

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SUMMARY

A dedicated professional with a strong work ethic, seeking an Administrative position with a dynamic organization where my experience, abilities, and commitment to professionalism would be an asset in helping that organization achieve its strategic objectives.

PROFESSIONAL ACCOMPLISHMENTS

ServGroup, Norcross, Georgia

August 2008 – November 2009

Education Planning Consultant (Home-based Telemarketing)

- Answer dozens of inbound calls through Call Center software and telephone system.
- Field calls assisting individuals in search of selecting colleges and schools to further their education.
- Manage follow-up and follow-through process of special requests based on research tailored to individual's needs.

Med Depot, Clinton, Maryland

July 2007 – July 2008

Administrative Assistant/Office Manager

- Managed day-to-day office operations for start-up medical supply company to include answering busy phones, maintaining files and computer system.
- Set up and maintained vendor accounts, using Microsoft Excel, for product ordering and deliveries.
- Developed and maintained cost summary spreadsheets for company budget and operating costs.
- Assisted in business development efforts for company.

Lincoln Technical Institute, Columbia, Maryland

July 2006 – June 2007

Senior Admission's Representative (Inside Sales and Marketing)

- Recruited potential students to attend Lincoln Technical Institute (Lincoln Tech) in pursuit of higher education in the school's Automotive, Electronics, and Heating & Air-conditioning programs; conducted individual and group presentations and tours of the campus for potential students.
- Provided mentoring and training for other Representatives on successful marketing techniques.
- Tasked with responsibility as the primary Admission's Representative for recruiting students with prior military service backgrounds as well as students with prior prison convictions.

ITT Technical Institute, Springfield, Virginia

July 2003 – July 2006

Senior Admission's Representative (Inside Sales and Marketing)

- Top marketing Admission's Representative with over 200 students enrolled, equating to more than \$800,000 in revenue for the college.
- Recruited potential students to attend ITT Technical Institute (ITT Tech) in pursuit of higher education in the school's Associate's, Bachelor's and Masters Degree programs; conduct individual and group presentations and tours of the ITT Tech campus for potential students.
- Developed opportunities through organizations and personal contacts to attract and retain qualified students for the college while fostering those relationships that will impact its future growth.

Prime Placements Temps Inc., Washington, DC

May 2003 – June 2003

Assignment as a Leasing Consultant for Bernstein Management Corporation

- Performed all aspects of duties related to leasing apartments to residents in accordance with Fair Housing Act guidelines, to include conducting tours of property for potential leasing residents.
- Conducted tours of property and answer questions for potential leasing residents; typed necessary leasing documentation and rental agreements deemed necessary for approved tenants.
- Prepared necessary leasing documents and accounting files for proper routing to Corporate

Headquarters for processing; completed weekly and monthly reports associated with disbursements.

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PricewaterhouseCoopers (PwC Consulting), Arlington, Virginia **August 1991 – September 2002**
(Worked in 3 Different Roles over an 11 Year Period)

Marketing Specialist **March 1999 - September 2002**

- Supported the Business Development Management team by identifying and exploring Information Technology business procurement opportunities in an effort to generate new business.
- Performed analytical research and provided detailed company performance documentation in fulfillment of stringent government proposal requirements.
- Served as primary coordinator of several major conferences designed to increase company visibility.

Contracts Specialist **January 1996- February 1999**

- Conducted close-out audits and reconciliation of the firm's expired contracts.
- Produced contract report listings and on potential subcontracting opportunities.
- Designated as Small Business Liaison for the Government and Services Division and trained staff of 15 on semi-annual subcontracting plan reporting process.

Human Resource Specialist **August 1991 – December 1995**

- Administered benefits for over 1,000 employees to include medical and dental insurance, 401(k) Savings Plan, and Health and Dependent Care Expense Accounts.
- Designated as primary administrator of short-term and long-term sick and disability benefits; processed personnel and payroll transactions in the Human Resource Information System (HRIS).
- Created and maintained a database for performance and evaluation tracking; coordinated college recruiting process; scheduled office visits; coordinated new employee orientations.

MiTech Incorporated, Arlington, Virginia **January 1990 - July 1991**

Junior Analyst

- Analyzed interface requirement specifications of integrated computer hardware and software data for federal government clients.
- Designed forms, tables, and diagrams using enhanced graphic program and specialized proprietary software; created report documentation of database components to validate data link compatibility.

United States Marine Corps, Washington, D.C. **March 1982 – August 1989**

Administration Chief/Specialist (E-1 to E-5) (USMC Reserves - Desert Storm - Nov 1990 – May 1991)

- Administered and coordinated benefits for military personnel and their dependents.
- Assigned to special duty at the U.S. Marine Corps Headquarters where in charge of scheduling visits of high-level foreign dignitaries and distinguished foreign officials to the United States.
- Recalled to active duty to serve in Operation Desert Shield/Storm at Camp Lejeune, NC, Saudi Arabia, and Kuwait City where in charge of the benefits administration for 200 military personnel; managed and processed payroll; drafted and coordinated processing of all awards.

SKILLS

Microsoft Word, Microsoft Excel, PowerPoint, Microsoft Access, MS Outlook, and Lotus Notes

EDUCATION

Strayer College, Washington, D.C., Courses in Data Processing/Computer Programming, 1989-1990

Durham High School Graduate, June 1981