

Sondra L. Allen
7715 Valley View Avenue
Harrisburg PA 17112
717-652-0305

Employment Experience

Home based Jobs 2006 until 2008

Worked from home for several business owners.

AT&T Wireless, Inc. 1996 - 2005

Position: Property Coordinator II

- Provided building support services, oversee facilities operations, and assist in project management for facilities projects.
- Manage, coordinate, and communicate status of project scheduling and timelines for internal customers and external contacts.
- Responsible for building repairs and maintenance including third-party contractors.
- Served on a committee to establish an Emergency Response Plan for the Call Center.
- Responsible for daily interaction with local clients and vendors.

Cellular One 1996 - 1999

Position: Administrative Assistant

- Provide Administrative support to Director of Finance and Facilities Manager, frequently assisting the Finance Manager and Information Systems Manager.
- Duties included creating and processing letters, receive incoming calls, scheduling travel, coordinating workflow, and meeting preparation.
- Prepared and processed Purchase Orders, scheduled and prepared for monthly financial meetings.
- Assisted Facilities Manager with internal building requirements, phone calls, letters, and mailings.
- As move coordinator, I facilitated the relocation of all personnel, equipment, and supplies to another Technology Center.

Education:

- Harrisburg Area Community College 1967 - 1968 Medical Secretarial
- Bishop McDevitt High School Academic Degree

Training and Volunteer Work

- CPR/First Aid training
- Environment, Health and Safety Class
- How to Become a Great Communicator
- Volunteered with Capital Opera Harrisburg
- Worked on Class Reunion committee
- Worked on Family Reunion committee