

MURRILLISA (LISA) MITCHELL – ADMINISTRATIVE ASSISTANT

Bellingham, WA | (360) 739-2159 | pinktulipfairie@gmail.com

PROFESSIONAL SUMMARY

Administrative Assistant with over 16 years of experience specializing in financial data management and budgeting processes. Adept at utilizing advanced software tools including SAP, Access, Hyperion, and Oracle to drive operational efficiency and data accuracy. Proven track record of supporting and optimizing business operations with precision, contributing to the timely achievement of organizational goals and profit targets. Recognized for fostering a positive and collaborative work culture through exceptional written and verbal communication skills. Skilled in setting clear objectives, motivating teams, and executing tasks effectively to ensure consistent organizational success.

KEY SKILLS & COMPETENCIES

CORE ADMINISTRATIVE SKILLS

- Calendar and schedule Management
- Meeting coordination and minute-taking
- Travel planning and itinerary management
- Filing and recordkeeping
- Office supply and inventory management
- Data entry and database maintenance
- Document preparation (reports, memos, presentations)

COMMUNICATION & INTERPERSONAL SKILLS

- Professional Written and verbal communication
- Customer service and client interaction
- Cross-departmental collaboration
- Conflict resolution and diplomacy
- Handling confidential information with discretion

TECHNICAL PROFICIENCY

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Google Workspace (Docs, Sheets, Calendar, Gmail)
- SAP, Oracle, Hyperion, Access, Adobe Acrobat, Photoshop

FINANCIAL & OPERATIONAL SUPPORT

- Budget tracking and expense reporting
- Invoice processing and reconciliation
- Purchase order creation and vendor coordination
- Financial data analysis and reporting
- Compliance and audit support

ORGANIZATIONAL & PROBLEM-SOLVING SKILLS

- Multitasking and time management
- Prioritizing tasks under pressure
- Attention to detail and accuracy
- Process improvement and workflow optimization
- Project coordination and follow-through

PROFESSIONAL EXPERIENCE

DOCUMENT PROCESSOR SPECIALIST | U.S. ARMY PORTLAND BATTALION | Portland, OR | 2023 – 2025

- Created and managed professional documents including reports, financial statements, and presentations using various software tools
- Oversaw office operations, maintained sensitive records, supported recruitment efforts, and provided clerical support across departments
- Supervised and trained staff, coordinated with over 200 recruiters across multiple regions, and optimized workflows for better efficiency

- Communicated effectively with internal teams and external stakeholders via phone, email, video conferencing, and in-person interactions

DATA CENTER TECHNICIAN | BAE | San Diego, CA | 2019 – 2023

- Generated professional documents including invoices, reports, and financial statements using advance office software
- Oversaw office operations such as budgeting, payroll, supply coordination, and executive support across departments
- Managed multi-channel communications, visitor access, and meeting preparation while providing seamless clerical support organization-wide

GOVERNMENT COMPLIANCE SUPPORT | SAIC/ LEIDOS | San Diego, CA | 2011 – 2015

- Streamlined financial reporting and data analysis using SAP Concur, Oracle Financials, Hyperion, and Excel to support accounting and database functions
- Developed technical documentation and research reports, and orchestrated virtual meetings via Cisco Webex and Zoom for seamless collaboration

ADMINISTRATIVE ASSISTANT | AMERICAN LUNG ASSOC/OFFICETEAM| San Diego, CA | 2009 – 2011

- Managed executive schedules, coordinated travel logistics, and facilitated meetings by compiling and distributing detailed minutes
- Handled clerical operations including communication routing, visitor access, data processing, and cross-department administrative support

RADAR INTERCEPT MILITARY INTELLIGENCE SCHOOL | UNITED STATES ARMY | Ayers, MA

- Evaluated the scope and depth of collected data to assess potential threat levels and operational impact
- Identified and recommended alternative actions based on data-driven analysis and risk assessment

EDUCATION

WHATCOM COMMUNITY COLLEGE | ASSOCIATES ARTS AND SCIENCE | Bellingham, WA

GROSSMONT ADULT SCHOOL | ADMINISTRATIVE ASSISTANT | El Cajon, CA

MILITARY INTELLIGENCE | RADAR INTERCEPT | Ayers, MA

COURIER TRAINING AND COMBAT LIFE SAVER | TRAINED FIRST AID IN AN EMERGENCY | Frankfurt, DE