

# Maureen Archibald

Macomb, Michigan | (586) 214-5898 | Moey3@hotmail.com

## Professional Summary

Dependable and experienced Administrative Assistant with 8+ years of success supporting daily office functions in a manufacturing environment. Skilled in calendar management, document preparation, and cross-functional communication. Known for professionalism, strong organizational skills, and a proactive approach to problem-solving.

## Work Experience

### Administrative Assistant | McQuade Industries Inc - Macomb, MI

May 2017 - June 2025

- Provided administrative support in a manufacturing environment.
- Managed office operations, including scheduling and correspondence.
- Processed purchase orders and maintained records.
- Coordinated internal and external communications.
- Maintained office inventory and managed vendor relations.
- Assisted with onboarding and personnel file maintenance.
- Supported planning of company meetings and events.

## Education

Henry Ford II High School - Sterling Heights, MI

High School Diploma, Graduated: 1991

## Skills

- **Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)**
- **Scheduling & Calendar Management**
- **Document Preparation & Filing**
- **Office Supply & Inventory Management**

**- Strong Communication & Customer Service**

**- Time Management & Multitasking**

## **References**

Available upon request.