

MICHAEL TRAY CARMAN

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OBJECTIVE

Detail oriented and well organized professional seeking a position where strong interpersonal and communication skills will be an asset to the team.

PROFESSIONAL EXPERIENCE

- **Office Administrator | Compass Global Headquarters | New York, NY | 2016 – Present**
 - **Administrative Support** - Support over 1400 staff members across 7 Metro NY offices
 - **Contract Management** - Serve as notary public for all NY Metro based staff and real estate agents
 - **Event Planning** - Plan and execute office events (perks & employee experience activities) and Marketing events for Compass' six metro NYC offices - coordinating catering and entertainment for 100+ guests regularly
 - **Expense Management** - Track office expenses, complete expense reports, and work closely with the finance team to control budget for the Office team
 - **Travel and Calendar Management** - Work closely with EAs to coordinate Executive travel
 - **Meeting Room Management** - Manage Compass HQ's 36 conference rooms in Google calendar. Book rooms for teams and prep for important meetings - set up refreshments/catering as required by the meeting organizers
 - **Visitor & Security Management** - Staff the front desk & ensure all visitors feel welcome and well taken care of!
 - **Vendor Management** - Serve as point of contact for all office vendors
 - **Office Process Management** - Continuously create systems to streamline office team processes - tracking events, office ordering, catering requests, budget, etc.
- **Teaching Assistant | Dr. Franklin Perkins School | Lancaster, MA | 2015 – 2016**
 - Worked with children with disruptive behavioral disorders including oppositional defiant disorder (ODD), conditions like Autism, bipolar disorder, Asperger's syndrome, and other conduct disorders
 - Served as a teaching assistant and aided various staff instructors (including an English, Biology, and a Career Education teacher)
 - Provided input and guidance to social and developmental needs of students with mental health issues
 - Aided various staff instructors including an English, Biology, and a Career Education teacher
- **Caseworker Assistant | MA Department of Youth Services | Holyoke, MA | Jan 2015 – Jun 2015**
 - Assisted regional caseworkers with the organization of adjudicated youth at the district office
 - Completed training in: mandate reporting, bullying, suicide awareness/prevention, labeling theory, and addressing gender, sexuality, and race issues
 - Conducted in-home visits to discuss family history, participated in weekly staffing meetings to keep track of adjudicated youth's progress, and worked with adjudicated youth one-on-one encouraging further education and stressing the importance of becoming a contributing member in society

EDUCATION, DEVELOPMENT AND RELEVANT COURSEWORK

- **BA Sociology | Dec 2016 | Western New England University: Springfield, MA**
 - Social Theories | Behavioral Sciences | Human Development
 - Cultures | Diversity | Religions
- **Associates Degree | Dec 2014 | SUNY Broome: Binghamton, NY**
 - Communications
 - Global History & International Studies