

# TAMARIA COBB

PROGRAM ADMINISTRATOR • OPERATIONS SPECIALIST  
Duluth, GA 30097 ♦ (931) 561-9303 ♦ tamariac1999@gmail.com

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## PROFESSIONAL SUMMARY

Detail-oriented administrative professional with proven experience in program management, operational support, and stakeholder coordination. Demonstrated success in improving operational efficiency and managing complex administrative processes while maintaining excellent stakeholder relationships. Skilled in calendar management, vendor relations, and office operations with a track record of 100% client satisfaction rates.

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## AREAS OF EXPERTISE

PROFESSIONAL SKILLS: Administrative Operations | Calendar & Schedule Management | Vendor Relations | Project Coordination | Process Improvement | Stakeholder Management | Event Planning | Document Management | Inventory Control

TECHNICAL SKILLS: Google Workspace | Microsoft Office Suite | Salesforce | Digital Communication Platforms

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## PROFESSIONAL EXPERIENCE

### **Program Director**

*Inspiration Martial Arts – Johns Creek, GA*  
*April 2023 – Present*

- Manage complex administrative processes and documentation while coordinating program activities across multiple stakeholders
- Develop and maintain strategic partnerships with vendors and local businesses
- Coordinate and execute program events while managing all logistical aspects
- Implement efficient systems for tracking and reporting program metrics
  
- Foster professional relationships with stakeholders while maintaining 100% satisfaction rates

### **Print and Marketing Manager**

*Staples – Johns Creek, GA*  
*January 2022 – April 2023*

- Directed inventory management and workflow coordination across multiple departments
- Managed vendor relationships and coordinated with stakeholders to ensure efficient operations
- Streamlined document processing and material distribution, improving team efficiency
- Reduced project completion time by 15% through implementation of efficient systems
  
- Utilized CRM systems to manage stakeholder relationships and track project progress

## **Creative Assistant**

*Ruined LLC – Atlanta, GA*

*February 2021 – April 2022*

- Maintained relationships with vendors, negotiating contracts and ensuring quality services
  - Contributed to operational efficiency through innovative process improvements
  - Coordinated with multiple departments to ensure smooth workflow and project completion
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## **EDUCATION**

### **Associate of Applied Science: Computer Programming**

Gwinnett Technical College – Lawrenceville, GA

*Expected Graduation: May 2025*

- Relevant Coursework: Information Security Fundamentals, C++ Programming II, Python Programming
- Affiliations: Women in Technology, Association of Information Technology Professionals