



Background:

Tram Hickey, with over a decade of customer service experience and a proven track record in supporting project managers, senior management, and C-level executives, brings invaluable expertise to any team. Her proficiency in Microsoft Word, Excel, Outlook, PowerPoint, and Adobe, paired with her outstanding communication skills, is vital for optimizing workplace operations. Tram excels at managing calendars and coordinating meetings, showcasing her dedication to enhancing organizational efficiency and productivity. Her proactive approach and keen ability to anticipate executive needs ensure seamless support, making her an indispensable asset to team success.

TRAM HICKEY

EXECUTIVE ASSISTANT • AOE

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Experience:

Throughout her impressive career, Tram has consistently demonstrated exceptional leadership and organizational skills, making her an invaluable asset in executive support roles. As an Executive Assistant, she leverages her experience from managing food distribution and overseeing volunteer teams at Rock Church to deliver efficient and compassionate service. Her role at Carl Walker, Inc. further honed her ability to manage complex tasks, including meticulous document management and ensuring seamless office operations. Tram excels in coordinating schedules, managing executive communications, and providing strategic support to high-level executives. Her professional journey is marked by a steadfast commitment to excellence and the ability to thrive in dynamic, high-pressure environments.

Her Role at PTI:

Tram Hickey is instrumental at PTI, working closely with Executive Vice President Tim Christle. Her vital administrative support greatly enhances the success of PTI's Technical, Education, Certification, and Promotion programs.

Her Skills Include:

- Leadership and Volunteer Management
- Time Management
- Customer Service
- Administrative Support
- Organizational Skills
- Confidentiality Maintenance
- Marketing Strategy Implementation
- Document Management
- Effective Communication
- Event Coordination and Planning
- Meeting Facilitation and Minute Taking

Education and Designations:

- A.S. Dental Hygiene, Collin College - 2012
- B.B.A. Marketing, University of Texas at Arlington - 2005