

Eric L. Henry

1011 Washington Avenue #209, NY 10456/ Telephone: 646-373-5656 Home
718-510-0313 office

Email: eric_henry36@yahoo.com henry1011@optonline.net (h)

Objective: To further career and educational pursuits, to be an asset for any employer.

PROFESSIONAL EXPERIENCE

**New York City Human Resources Administration/ Department of Social Services /
MIS/Distribution, Supervisor of Office Machines, Present position.**

- Computer database maintenance using Print Control Distribution program.
- Ensuring equipment and Software Databases, keeping up to date with Mail Jobs and Reports.
- Installing Hardware and Software for PC,s laptops, printers, smart phones, etc.
- Maintaining and securing inventories and crucial supplies reimbursement.
- Computer cataloging and of past social work cases.
- Messenger work in house and outdoor office deliveries,/ N.Y State Driver License
- Utilizing knowledge of MS Office 2007/ 2010/2013 for projects
- Customer and Client services answering phones, Public Outreach
- Typing/44wpm, Data Entry/Scanning upon request
- Federal Express, UPS, Pitney Bowes mail machine systems and Computer workstation operator.
- Working knowledge of wired and wireless Tech. for agency purposes only
- Maintenance of Windows operating systems/ installation of mobile devices and printers
- Inkjet Mail Machine operator, Folder Machine operator, Gunther Mail Processor operator.

ABT/SRBI Marketing/ Surveying- Long Island Railroad / Metro North Survey and Rider count project. Asking riders for feedback about existing services and what to improve upon. Public Outreach.

Sept 2013- Present Seasonal. - Part time position.-Using Wireless counters and terminals.

Bronx Community Board 3- Member 2014-2018.

Housing And Economic Committee member, Public Outreach

Police Community Counsel Board member, Public Outreach

Public Outreach and Coordination

NY State Assembly 79th District, Public outreach

HPD, Public outreach

New York City Board of Elections 2006 to Present

Republican Clerk

Information Clerk

Rear Access Clerk assisting the Elderly and Disabled

Poll Worker outreach

Field Secretary- Goodwill Industries, VESID Client- Public Outreach
Recycling Division- New York City Department of Sanitation.2003-2004.

- Drawing up contracts and forms for recycling haulers
- Data Entry of audits and accounts utilizing Microsoft Excel/
- Ordering Supplies and performing inventory on Computer supplies and purchasing for Recycling Division, NYC Department of Sanitation.
- Temporary position, NY State Workman's Compensation placement.

Administrative Assistant

**FEMA- 2001 02003 – World Trade Center Responder/ Mail Logistics/ piers 90-92.
Lead Mail Clerk, Public Outreach to US Postal service offices Coordination mail from
around the nation to 9/11 1st responders. Logistics and site setup. Operated mail Computer
workstations. Messenger work to various agencies**

Morgan Stanley JP Morgan Bank

Purchasing and Internet Procurement Specialist, Public Outreach to Bank Managers concerning software for customer service use and what the managers needed at that time.

- Assistant in purchasing software and hardware for JP Morgan Clientele utilizing Morgan Stanley purchasing system.
- Utilizing knowledge of MS Office 2007. Bank Customer Service
- Utilizing knowledge of MS Visual Basic.

Robert Orlofsky Realtors

Receptionist/ Person of first contact

- Data Entry of contact forms using Microsoft Word/ MS Excel
- Mail clerk, in house utilizing Microsoft Excel
- Customer Service calls to maintenance to fix repairs
- Receptionist to route and answer calls to main office and provide information for tenants inquiries and concerns. Temp position.
- Customer Service, filling out forms, documents

Receptionist

City College of New York, Department of Design and Construction

Data Entry utilizing Microsoft Word/ MS Excel

- Ordering Computer Supplies for the Department CCNY Dorm Authority / Design
- Designing bidding contracts and submission forms for Architects and Builders
- Customer Service and Receptionist to help Architect plans and bids. Temp position.

Chase Manhattan Bank

- Administrative Assistant and document scanner of old bank records.
- Data Entry on contract forms using a Microfilm Viewer
- **Administrative Assistant/TD Waterhouse**
 - Data Entry utilizing Microsoft Word
 - Taking and resolving customer service calls.
 - Mail Clerk backup
 - Provided mailroom and administrative support for Logistics and HR Department
 - Performed machine service, repairs and troubleshooting. Used Fed-ex workstation and software. Primarily operating mail machines and computer workstation.
 - Messenger and courier work as well as training others for backup. Data entry supply ordering.

Education:

FEMA- training relating to WTC disaster, utilizing Federal Express Workstation Café, United Parcel Service Workstation, Pitney Bowes AS 900 Mailing Processor.

City College of New York - Bachelor of Arts Degree. Liberal Arts/ Media Studies.-2010.

Antioch College- Associates Degree, Liberal Arts Studies/. 1977-1981-Music and Journalism.

Hunter College School of Social Work- MS Office 2010, MS Word 2010, PowerPoint 2010, MS Access 2010.

Netcom Technology Center,-Computer Networking Basics/ Hypertext Markup, - Computer Networking, Internet Specialist, Customer service and Information Retrieval. Internet Plus Specialist. I primarily studied Computer Networking in all phases and types, including cabling and wiring types.

SEIU 1199 CUNY on the Concourse- A+ Computer Repair Hardware Assistance with Installation. Cable and Wiring.

District Council 37 Education Fund- Web Coding program at LIU Sponsored by the Union and , Spanish for the Workplace.-

Monroe College- Accounting Principles101/ Business Contract Law101,/ Medical Billing Coding which required the use of the Desktop Computer and learning from Special software Medical Coding data, e book.

HRA Training- Ms Word 2007/M.S Excel 2007/MS PowerPoint 2007/ Experienced SharePoint user. Microsoft Office 2016 training.

M.S Visio 2012, Programming trainee/HRA April 2014. Operating the Gunther EP400 large Mail Machine/Binder, which runs on a Windows 7 Premium Operating system.

PECO – Public Outreach and door to door Canvassing for Disaster Preparedness

Manhattan Borough Presidents Office-, NY July 2014- Training for Community Board 3, present Board member. Public Outreach

Bronx Borough Presidents Office - Field Secretary- Goodwill Industries, VESID Client- Public Outreach

New York City Dept. of Sanitization- Office field worker and clerical assistant, recycling div.

NY State Citizens Preparedness Certificate- 2012, 2013, 2014, 2015,

NYC Department of Coastal Storm Planning certificate and training renew every 2yrs.

Katharine Gibbs Business School- Microsoft Office User Specialist