

JILLIAN P. AMELUNG

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OBJECTIVE

Self-motivated, energetic Virtual Assistant looking for a similar role. Demonstrated ability to manage contact lists, customer spreadsheets, billing and organize calendars, in a bid to provide administrative support to executives.

EXPERIENCE

12/2017 – Present

Force Industries, LLC

Butler, NJ

Office/Accounting Manager

- Helped with new company set up
 - Found/Set up project management programs
 - Set up QuickBooks
 - Helped come up with processes and procedures to make work more efficient
- Handle all billing tasks
 - QuickBooks
 - Purchase order requests
 - Invoicing
 - Follow up
 - Expenses
 - Account Reconciling
 - Bill/Vendor Payment
- Maintain great relationships with all clients and vendors
- Keep organized files
- Handle day to day office maintenance
- Handle marketing needs for the company
- Pull together daily, weekly, monthly, quarterly, yearly reports
- Daily use of the following programs:
 - QuickBooks, Microsoft Office, Basecamp, DART, Ariba, SiteTracker, Basecamp, Zoho

1/2017 - 12/2017

Scherer Design Group

Hampton, NJ

Administrative Assistant

- Handled all billing tasks
 - Sending out Purchase Order Requests to clients
 - Invoicing
 - Follow up
 - Expenses
- Maintained great relationships with all clients
- Set up new projects for project managers
- Fully trained new administrators that were hired
- Handled day to day office needs
- Kept organized files

- Daily use of the following programs:
 - Microsoft Office
 - Deltek
 - Ariba
 - SiteTraker

2016 - 2016 Victoria's Secret PINK Livingston, NJ
Store Manager

- Successfully oversaw over 20 employees/managers.
- Developed associates and supervisors to promote from within
- Successfully turned shrink around
- Helped open up new stores including World Trade Center
- Ran all operational needs for business at a store level

2015 - 2016 Victoria's Secret PINK Wayne, NJ
Assistant Manager

- Met daily sales plans - successfully lowering shrink each year
- Direct report to over 30 associates
- Put together a successful team to work in a high performance selling culture
- Oversaw merchandising manager, and supervisors

2013 - 2015 Victoria's Secret PINK Wayne/Paramus, NJ
Category Manager of Apparel

- Merchandising of two new stores.
- Oversaw a team of 30+ employees.
- Worked side by side with Regional Visual Manager.
- Daily operations of running the business.
- Mapped out floor sets
- Ran store floor sets with teams of up to 15 people
- Worked side by side with field visual managers/regional
- Ran floor and business during peak
- Helped other stores merchandise new floor plans

EDUCATION

2002 – 2006 - Pompton Lakes High School - Pompton Lakes, NJ

REFERENCES

Available upon request.