
Christine Colangelo

Office Manager - Admin. Assistant

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Objective:

To further my professional career with an executive level management position in a world class company.

Employment Objective:

Long term or Permanent Position with room to grow in the company.

SKILLS

- Types 80+ WPM
- Received 17 Certificates in Microsoft- Word, Excel, Office, PowerPoint
- Ability to multitask under pressure
- Handles multiple phone lines easily
- Great rapport builder to clientele
- Self supervised

EXPERIENCE

TriCounty, Fort Pierce -

Office Manager

2017 - 2018

- Dispatch drivers
- Accounts Payable/Receivable
- Schedule rollofs
- Schedule deliveries
- Scheduled maintenance for all trucks
- Release impounded vehicles
- Answer multiple phone lines
- Run all errands for owner

Jetson Appliance, Fort Pierce -

Office/Warehouse Manager

2014 - 2016

- Route all techs/drivers for deliveries and repairs
- Responsible for all return authorizations and credits
- In charge of stock orders and warehouse availability with products
- Filed all warranty claims for payments owed to company
- Answer multiple phone lines

Eddie Huggins Landgrading Co. Stuart

Assistant Office Manager & Scheduler

2013 - 2014

- Dispatch drivers
- Accounts Payable/Receivable
- Schedule rollofs
- Schedule deliveries of material
- Scheduled maintenance for all trucks
- Place orders for supplies with Bluegoose & Stewart Material
- Answer multiple phone lines
- Run all errands for owner

Elite CLC International, PSL -

Owner

2008 - 2013

- Leads and sales operations coordinator
- All HR responsibilities
- Answer multiple phone lines
- Overall business decisioner
- Payroll

EDUCATION

PSLHS, Port Saint Lucie -

High School Diploma

IRSC, Fort Pierce -

Online Module

Pre-Med, Business Admin & Management.