

Samedi Em

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Highly dedicated Administrative Specialist with over 5 years plus of executive support, project management, and financial technician experience. Proven proficiency in Microsoft Office Suite and adept at calendar management. Renowned for handling confidential information and executing tasks with impeccable attention to detail.

Professional Experience

James J. Peters Department of Veterans Affairs Medical Center | Bronx, NY

Program Support Assistant (40 hrs/wk) | GS 6 Series 303 | \$54,748 | October 2023 - Present

- Primary timekeeper for the EMS division reviewing payroll complications and coordinating with other timekeepers and supervisors to ensure all exceptions are resolved in a timely manner
- Conducts market research on commercial vendors to acquire supplies, equipment and services while making final purchases and reviewing all transactions for accuracy and accordance to VA policy
- Maintained books on accounts payable and receivable entries, payroll, accrued expenditures, rejected transactions and obligations to ensure accurate information for all managed funds and totals
- Onboarding coordinator responsible for enrolling new employees into a privately secure system through ADPAC and assisting users in the basic understanding of the PC, desktop functionality and software that will grant them access to all hospital services and resources
- Auditing department account transactions and documentation to verify the validity of all financial transactions and to identify any incorrect entries by generating data sheets to assist in fraud prevention
- Screening all visitors and telephone calls, responding to all customer inquiries from every department to fulfill any requests including work orders for mechanical issues, accounting procedures, staff coordinating while conducting surveys to gauge employee and customer satisfaction
- Handles equipment and supply access for all EMS employees and updates all logbooks to maintain accuracy
- Created original digital forms in the VA Leaf system for all hospital staff to request any service needed by the EMS department

New York City Law Department | New York, NY

Clerical Associate (35 hrs/wk) | June 2022 – October 2023

- Enhanced attorney schedule management by generating a weekly master calendar via Courtalert, eCourts, and NYSCEF
- Produced and analyzed electronic billing forms that included a wide array of requests such as independent medical examinations, private investigator services, medical records and testimony to ensure sufficient funds have been allocated to meet obligations and to rectify any overages
- Handled all settlement documentation of judgements up to \$500,000 to satisfy any outstanding balances, responding to private offices to solve any payment discrepancies while documenting all processes to assist in future research
- Created comprehensive financial reports comparing quarterly and annual spending on office inventory to ensure funds are used within constraints, identifying any trends in discrepancies, anomalies and guiding management in budgetary decisions
- Strengthened inter-department and private party communication by scheduling EBTs/Depositions and other appointments by responding to all customer service correspondences electronically or verbally and collaborating with multiple parties to meet case deadlines
- Trained new staff members on all administrative procedures and served as team lead in all overtime projects
- Ensured continuous office operations by monitoring and replenishing office supplies and conducting inventory audits to decrease waste and abuse
- Facilitated document accessibility by creating an efficient organization system for thousands of digital and physical case documents

- Guarded sensitive documents by scanning and uploading via secure cloud services, minimizing data breaches
- Performed usability testing for an artificial intelligence based software currently being implemented in the department database management system to increase work productivity, accuracy and reduce staff workload

Career Sabbatical | January 2021 - May 2022

- Paused professional career options to evaluate career options and care for family members

Em Premium Service, Inc. | Bronx, NY

Manager (40 hrs/wk) | January 2018 - December 2020

- Boosted operational efficiency by overseeing daily operations including payroll, personnel distribution, and transportation logistics
- Handled all bank deposits, managed statements and accurately entered all daily revenues, receipts and ledger balances into daily reports and reconciled statements and discrepancies
- Organized, executed and signed all purchase card orders pertaining to stock and non-stock items, reviewing all obligated funds to ensure sufficient funds are available and to prevent overages of allowance
- Expanded client base by securing contracts with client companies to meet specific staffing needs, aiding in the expansion of growing businesses
- Maintained accounting records and files, developed budget estimates, and created professional financial forecasts by generating and analyzing fiscal reports to verify accuracy and identify incomplete and outstanding orders
- Enhanced office efficiency by maintaining company records, forms, and correspondence
- Performed internal audits of financial operations, developing risk assessments and conducting process walkthrough in compliance with documented processes, assisting in account closeouts, reconciliation and verification of completeness

Plainview Growers Inc. | Dover, NJ

Shipping/Receiving Clerk (40 hrs/wk) | June 2014 - December 2017

- Streamlined financial operations by managing shipment data records for accounting, reimbursement, damages, and discrepancies
- Boosted warehouse efficiency by optimizing order routing and inventory management to the right locations
- Maintained shipment quality by overseeing the loading of trailers
- Conducted audits of warehouse equipment, supplies and product inventory to maintain accurate record keeping and produced reports for data analysis to track trends

Core Competencies

Project Management, Calendar Management, Team Coordination, Communication
Strategic Planning, Logistics Management, Contract Negotiation, Record Management, Microsoft Office

Education

High School Diploma, All Hallows High School