

Shmuel Gross

Minneapolis, MN 55408

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Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Executive Assistant

FORTIS PROPERTY GROUP, LLC - Brooklyn, NY

August 2013 to March 2014

Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software.

Answer phone calls and direct calls to appropriate parties or take messages.

Attend meetings to record minutes.

Greet visitors and determine whether they should be given access to specific individuals.

File and retrieve corporate documents, records, and reports.

Make travel arrangements for executives.

Open, sort, and distribute incoming correspondence, including faxes and email.

Office Administrator

PEARL REALTY MANAGEMENT, LLC - Brooklyn, NY

January 2013 to July 2013

Answer telephones, direct calls, and take messages.

Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.

Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.

Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints.

Compile, copy, sort, and file records of office activities, business transactions, and other activities.

Compute, record, and proofread data and other information, such as records or reports.

Complete work schedules, manage calendars, and arrange appointments.

Deliver messages and run errands.

Complete and mail bills, contracts, policies, invoices, or checks.

Office Administrator

Taglit - Birthright Israel - Jerusalem

June 2010 to December 2010

Interview applicants for trip eligibility, determine whether applicant is eligible for Birthright, assign individuals to their groups, prepare invoices, answer phone calls, arrange all travel itineraries, help applicants with trip preparation, organize and file all applications.

Education

BA

BARUCH COLLEGE - New York, NY

December 2017

Skills

Excel, Word, Microsoft Office, Photoshop, Powerpoint, Adobe, Acrobat Professional, Budgeting, Data Entry, Documentation, Google Analytics, Google Docs, Networking, Organizational Development, Mac OS X, HTML, CSS, Javascript, Bootstrap

Military Service

Branch: Paratroopers

Service Country: Israel

Rank: Sergeant

December 2010 to September 2012

Awards

CUNYAC All-Star in Cross-Country

November 2014