

Administrative Assistant (Temp) Administrative Assistant (Temp) Administrative Assistant (Temp) -
EXPRESS EMPLOYMENT PROFESSIONALS Jersey City, NJ Self-Motivated, Bilingual,
Administrative Assistant with executive organization skills seeking a full-time job in corporation with
opportunity of growth. Professional & Reliable with skills in prioritizing, customer service,
communication, multitasking under tight timelines & detail orientation. Authorized to work in the US
for any employer Work Experience Administrative Assistant (Temp) EXPRESS EMPLOYMENT
PROFESSIONALS October 2018 to Present Updating MAI system with RO's (receipt orders of
technician's everyday task), inventory of what's in-house and transferred, and inputting invoices &
purchase orders from vendors. Providing team on the field with information on movie/show rental
updates and changes from different locations. Daily on field mapping of truck & trailers on our lot.
Handling HR Duties by updating management reports, accident reports, copy, filing and reporting to
main office in Pittsburgh PA Inbound/Outbound calls, scheduling & coordinating vendor
appointment for repair on Trucks & Trailers (which include tire repair, flooring, buffing, carpet
cleaning services etc.) Assisting truck drivers, production managers, captains and field workers
when arriving at our facility with location their rental, lost & found items, taxi services to airport or
train station. Assisting Office Manager with Account payables/receivables Ordering & tracking
supplies for office and coming from main office in Pittsburgh, PA Maintained office neat &
organized. Database Administrator MAGGY LONDON - New York, NY December 2017 to April 2018
Updating PLM system with garment details, price and/or changes made by designer/sales team
Daily communication with overseas factories for garment samples inquiries & pricing Once prices
obtained, review them with CEO to finalize project production faze Working with Sales team on
special Private Label projects to obtain pricing for external designers Liaison between designer &
production on final stages of project & update PLM system with final choices Product Development
Associate SUUCHI INC - North Bergen, NJ July 2017 to December 2017 Liaison between
Designer & Production (worked with about 15 projects at a time) Aiding, understanding and
constantly updating the client on stages of their project. Working with all departments of company
to meet time deadlines of each project. Making sure to stay within client's budget, and/or inform of

any financial changes if need be. Analyst, Sales Audit (Temp) GUCCI/KERING CORP - Secaucus, NJ January 2017 to July 2017 Resolve daily sales variances and monitor exceptions. Review and evaluate deposit information. Communicate with stores to ensure all tender information is recognized properly. Ensure ongoing communication with assigned stores to resolve procedural questions and to support effective balancing processes. Perform detail audit of store processes including: shortage performance, balancing timeliness, paid out and void after documentation, and communicate changes to Accounting Dept. Manager Billing Clerk (Temp) Bergen Logistics, LLC - North Bergen, NJ October 2014 to October 2015 Billed 100-200 companies per day for services, shipping, receiving, and damages Organized and billed all of backup processes Responsible for maintaining consumers' files and saving back up General agency administrative tasks and customer service End of the month invoice assistant to General Manager Maintaining records organized in database Checking for errors, misspelling on invoices Education Bachelor of Business Administration in Administration, Organization, Product Development New Jersey City University - Jersey City, NJ September 2011 to December 2015 Skills Outlook, Excel, Filing, Scheduling, Administrative Assistant, Business Development, MS Office, Word

Name: Clayton Durham

Email: kennethharris@example.net

Phone: 001-881-789-7358x67448