

Administrative Office Manager (Contract position) Administrative Office Manager (Contract position)
Administrative Office Manager (Contract position) - 32BJ SEIU Union Brooklyn, NY Approachable, articulate and flexible Project Manager with communication expertise among diverse socio-economic classes. Astute, organized, hands-on team player dedicated to improving efficiency by managing time to ensure deadlines are met with accuracy and fervor. Work Experience
Administrative Office Manager (Contract position) 32BJ SEIU Union - New York, NY March 2019 to Present Union represents 86,000 NYC Metro members as property service workers Administrative Office Manager (Contract position) Provide key support for NYC Metro division, critical data entry for metrics systems via BP Logix and Intranet links Cover member reception desk use CRM software Qlikview to facilitate members meetings with supervisors, Manage multiple Excel projects simultaneously and fluidly shift priorities daily to accommodate Operations Coordinator's needs Handle large quantities confidential legal material and distribute it to proper recipients with discretion Freelance Project Manager/ Executive Assistant Prescott Street Realty LLC, Real Estate Company - Jersey City, NJ September 2016 to Present Continually Manage Residences in Administration: Act as Project Manager Liaison between CEO, renter candidates, building contractors, vendors and repair technicians. Work on-site to stage apartments, professionally paint interiors, and repair cosmetic damages. Write and publish rental ADS with professional photography interiors/exterior. Schedule interviews, host apartment viewings, aid lease-signing. IT Project Administrator / Executive Assistant (Contract position) AIDS Prevention and Care - New York, NY March 2018 to September 2018 New York, NY (Mar 2018 - Sept 2018) IT Project Administrator / Executive Assistant (Contract position) Communication Liaison bridging IT Dept with 350 staff, vendors, building operations for physical relocation to new office building Installation of Core Switches with fiber and Ethernet cables on 6 total floors in the IDF and MDF rooms at 307 West 38th Street Access Active Directory assist help desk tickets in daily resolution of computer issues and access to: internet, files, and servers Oversee Computer Hardware, Software and Polycom Phones in: purchasing, receiving, deployment, troubleshooting equipment Draft HIPAA Executive-level e-mails to "All GMHC Staff" regarding IT Department updates and any service

interruptions Office Administrator / Project Manager GLO(TM) Science, Inc - New York, NY
November 2017 to March 2018 Contract position) Customer Service Management: Freshdesk(TM)
customer support software and order processing via Shopify ecommerce platform Inventory
Management: receive inventory purchase orders, stock office, send PRO GLO(TM) Demo kits to
Dental Practices nation-wide Shipping Management: assemble orders, UPS Worldship software
to ship nationally/internationally with custom clearance Lead Communicator and Liaison: NY Corp.
Office, customers world-wide, vendors, dental practices, repair services, GLO(TM) Sales Team
Ferry Operations Analyst NYC Economic Development Corp., (EDC) Planning, Development,
Transportation - New York, NY June 2017 to October 2017 - NYC FERRY (Contract position)
Counted and recorded live data at each NYC Ferry Landing during commute hours
5:30am-10:30am, 4pm-9:00pm Verified NYC Ferry arrival and departure times, verified data in
Google Doc Questionnaire, submitted via e-mail daily to HQ Submitted Live Data for NYC EDC to
ascertain passenger benefits and positive economic impacts of ferry transportation Executive
Administrative Assistant- Office of Development Rutgers University Foundation, Big Ten Academic
Alliance - Newark, NJ November 2014 to November 2015 Received donations to New Jersey
Medical Schools and submitted gifts to Accounting through Ellucian Advance(TM) Software Heavy
Calendaring for Vice President for Development, Deans of Education and med school faculty on 5
Rutgers campuses Executive-level correspondence to benefactors, submitted Grant proposals,
coordinated off-site gala and event logistics Education Bachelor of Arts in Spanish in Art History
University of Puget Sound - Tacoma, WA Spanish & Art University of Granada - Granada, ES Skills
Powerpoint, Microsoft Office, Typing, Front Office, Word

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