

Project Management Assistant / Shipping & Receiving Manager / IT Manager / Office Manager  
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ROFESSIONAL E XPERIENCE Long Branch, NJ Work Experience Project Management Assistant /  
Shipping & Receiving Manager / IT Manager / Office Manager P ROFESSIONAL E XPERIENCE -  
Oakhurst, NJ 2010 to Present Oakhurst, NJ 2010 - Present Project Management Assistant / IT  
Manager Team Leader for Projects Supervision of workrooms and product quality Planning  
efficient sequence of order fulfillment for varying deadlines Proactively communicate and  
correspond with clients Keep clients informed of current products and capabilities of company  
Format, edit, and update product catalogue for latest information IT responsibilities include:  
troubleshooting, maintaining network connectivity, updating and installing new software and  
hardware, upkeep of individual computer systems, keeping company website up to date Education  
A.A.S. in Electronics Technology Program BROOKDALE COMMUNITY COLLEGE - Lincroft, NJ  
2011 to 2014 LONG BRANCH HIGH SCHOOL - Long Branch, NJ 2006 to 2010 Skills Research &  
Development

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