**KRYSTLE ANSARI Administrative Coordinator**

*krystleansari@gmail.com* • *linkedin.com/in/krystle-ansari-520b4010/ 917-975-2541*• *Austin, TX 78704*

Analytical and results-oriented administrative assistant with repeated success in financial analysis and forecasting, internal control, relationships building, stakeholder management, and requirement gathering and analysis. Leverages traditional, digital, and social media tactics to deliver measurable results. Adapt at creating and maintaining administrative records, documents, forms, reports, databases, and spreadsheets. Ability to process mail, purchase orders, track expenditures, maintain budget records, and prepare and reconcile monthly budget reports. Skilled at organizing effective training and development programs for staff and assisting management to achieve shared visions and goals. ***Areas of Expertise include:***

|  |  |  |
| --- | --- | --- |
| * Accounting & Finance | * Social Media Marketing | * Financial Reports |
| * Budget Planning & Administration | * Journal Entries & Month End Accruals | * Reporting & Documentation |
| * Data Entry | * Bookkeeping / QuickBooks | * Cross Team Collaboration |

**Professional Experience**

Paigeboy Womenswear Clothing Label• Brooklyn, NY | Austin, TX Apr 2018 - Mar 2020

**CEO/DESIGNER**

Spearheaded overall process from designing concepts of collections to coordinating and managing production with contractors, merchandising, styling, marketing, promotion, and logistics. Executed marketing and communications for brand, strategically planning and directing graphic design and photography; produced all film and still photography shoots. Translated brand standards and concepts to design and control e-commerce store, sales, and inventory in an innovative yet fiscally responsible way. Developed company’s budget; monitored, analyzed, and oversaw all aspects of finances. Formulated and executed social media strategy across multiple platforms.

**Key Accomplishments:**

* Designed collection featured in Italian Vogue Magazine.
* Delivered outstanding customer service at pop-up stores/kiosks, and for e-commerce orders.

Fashion Institute of Technology Continuing Education Department• New York, NY Nov 2010 – Jul 2019

**COORDINATOR/ACCOUNTS PAYABLE**

Reviewed and verified accuracy of documents (invoices, PO’s, and expense reports). Supported contract training programs and attended committee meetings to create new classes and update existing catalog and course descriptions. Steered order processing for all department purchases and regulated Accounts Payable/general ledger interfaces and reconciliation processes, such as A/P batch review and distribution, and voucher to PO processing. Maintained department budget lines through accurate forecasting and funds relocation.

**Key Accomplishments:**

* Increased efficiency of financial operations by processing, tracking, and allocating 500K invoices annually.
* Expedited resolution of time critical matters, including fiscal year end CCPS accrual, journal entries, year-end close, and audit schedules by compiling metrics and reports.

DePaul University Continuing Education Department• Chicago, IL Aug 2007 – Nov 2010

**OFFICE ADMINISTRATOR, EVENT SERVICES**

Deployed process steps to align and implement sales and marketing efforts for client recruitment, intake, orientation, and follow-up for room reservation and contract processes. Instituted and coordinated invoice and revenue collection processes for all meetings and events.

**Key Accomplishments:**

* Multiplied revenue and activity growth within department by increasing bookings by 50%.
* Recognized by management and promoted from Meeting & Event Services Coordinator to Department Coordinator.

**Education & Training**

**AFA, Fashion Design** (2015)

Fashion Institute of Technology, New York, NY

**BAS, Public Health**

University of Illinois, Champaign/Urbana, IL