

# NICOLE T. ORNEK

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## QUALIFICATIONS SUMMARY

Dedicated, articulate, and enthusiastic individual with strong analytical and organizational abilities. Effective communication and interpersonal skills. Computer literate and proficient in numerous types of application software, including Microsoft Word, Excel, PowerPoint, Outlook, Adobe, QuickBooks, and AIA Contract Documents. Ability to work independently or as an integral part of a team to accomplish goals. Experience prioritizing and completing numerous concurrent responsibilities while meeting time and organizational goals. Remarkably detail-oriented. Strong professional attitude, strong work ethic, and pride in personal performance.

## PROFESSIONAL EXPERIENCE

### **Office Manager, *Blue State Coffee, LLC***

Hartford, Connecticut

**October 2011 – March 2012**

- Responsible for all bookkeeping (QuickBooks), accounts receivable and payable, petty cash, expense reimbursements, donations, banking functions and government remittances
- Displayed expertise in developing and delivering monthly, quarterly, and annual Profit & Loss statements and Balance Sheets for management within strict deadlines
- Involved with the day-to-day management of five store locations including staffing, training, purchasing, cost control, facilities maintenance (including permits and licenses), advertising, customer relations, marketing and menu development, and general administrative functions
- Oversaw bi-weekly payroll for 50+ employees (via NPD Payroll) and administered the company benefit plan (via BCBS)
- Established and maintained human resources related employee files reflecting salary increases, deductions, garnishments, benefits, payroll exceptions, and W-2 withholdings, while exercising a high level of confidentiality
- Developed, managed, and monitored BSC's social media channels including blogs, Twitter, YouTube, Facebook and updated the company's website
- Installed and supervised companywide Coffee Shop Manager (POS Software for Coffee Shops) updates

### **Executive Assistant, *T-Rex Capital Group, LLC***

Stamford, Connecticut

**February 2009 – September 2011**

- Relieved CEO and other members of the executive team of administrative detail on all projects taken on by this privately held real estate investment firm
- Managed the CEO's workload, scheduled appointments, maintained the CEO's calendar and prepared needed background information prior to meetings
- Required to book travel arrangements such as flights, hotels and car rentals, and prepared expense reports after the trip was completed
- Arranged team meetings, sent materials for review prior to the meetings, took and distributed notes from the meetings and answered general queries from the executive team
- Typed correspondence, arranged accommodations and logistics for visitors, answered phones, transcribed notes, photocopying, faxing, mailing and filing
- Handled confidential information and multitasked
- Sought greater role in real estate investment projects within administrative and other areas of competence, and requested training on projects outside of my range
- Trained and supervised other support staff, as required

### **Project Manager, *Reliance Realty Partners***

Stamford, Connecticut

**May 2006 – January 2009**

- Involved with all aspects of this real estate investment and development company; including acquisition, redevelopment, ownership, asset management and disposition of income producing properties throughout New York, Connecticut and Florida
- Served as the primary project manager for the AmeriCares, Carolee, and World Wrestling Entertainment tenant build-out projects in Stamford, CT
- Verifiable track record for the successful completion of multi-million dollar projects through coordinating trades, developing partnerships, and building positive rapport with architects, engineers, local officials, vendors, and clients
- Construction and development professional with first-hand experience with the design process, document preparation, project estimating and job costing, budget creation and analysis, contract negotiations, construction planning and scheduling, permitting and building code, vendor and materials management, the construction draw process, and site management through certification of occupancy
- Managed all administrative functions including ad-hoc projects, office equipment repairs, IT issues, ordering supplies, mail, filing, travel arrangements, meeting scheduling, calendar maintenance, and correspondence

**On-Premise Sales Representative, *Johnson Brothers Wine Merchants of Connecticut***

North Haven, Connecticut

**July 2005 – February 2006**

- Managed approximately 120 on-premise accounts in my assigned territory which encompassed portions of the Hartford, Middlesex, New London, Windham, and Tolland counties
- Focused on opening new accounts and gaining new placements with a rapidly growing portfolio
- Attended numerous Gallo sales and fine wine training seminars
- Worked closely with representatives from numerous suppliers to increase specific product sales
- Organized all aspects of wine dinners within my assigned territory and conducted wait-staff training in key accounts
- Consistently surpassed monthly quotas and achieved incentive goals
- Maintained a working knowledge of all wines in the company's portfolio as well as those of competitors

**High School Social Studies Teacher, *Windsor High School***

Windsor, Connecticut

**August 2003 – June 2005**

- Planned study programs to meet individual needs, interests, and abilities
- Created a positive and supportive learning environment
- Guided the learning process towards achieving curriculum goals and objectives
- Continuously monitored student progress to determine necessary interventions
- Served as a role model to students and established close relationships
- Utilized technology to report and communicate the progress of students

**Waitress, *Trumbull Kitchen (MAX Restaurant Group)***

Hartford, Connecticut

**September 2002 – April 2006**

- Worked as part of a well-trained team to provide a pleasurable up-scale dining experience

**Account Representative, *IKON Office Solutions, Inc.***

Glastonbury, Connecticut

**January 2002 – August 2002**

- Established relationships with prospective customers through the use of various prospecting techniques as well as maintaining relationships with current IKON customers
- Prepared and presented sales proposals and conducted equipment demonstrations
- Worked with the District Sales Manager and vendors to learn product features and selling techniques
- Prepared internal paperwork (orders, leasing, etc.)
- Attended IKON's initial intensive training programs and monthly product training
- Maintained a working knowledge of applications and of all product lines sold
- Maintained a territory database and a working knowledge of sales automation programs

**Assistant Buyer, *Solomon R. Guggenheim Museum***

New York City, New York

**December 2000 – September 2001**

- Provided support for the Director of Retail Distribution and the Retail Operations Manager, including generating, distributing and prioritizing correspondence and merchant reports, and coordinating communication with all Guggenheim international locations
- Acted as a liaison for the department both internally and externally, including creating copy for store catalog and website
- Assisted with planning and preparation of all exhibitions from inception of product development to delivery in stores
- Created merchandise spreadsheets and coordinated statistical analysis along with managing all office operations

**EDUCATION****Central Connecticut State University, New Britain, CT****Graduate School of Education and Professional Studies, May 2003**

Certification in Social Studies, Secondary Education

**Marist College, Poughkeepsie, NY****Bachelor of Arts in History, May 2000**

Certification in Public History and Minors in American Studies and Political Science