

Noël-Marie Karvoski

44 Tolland Avenue, Unit 24 ♦ Stafford Springs, CT 06076 ♦ (860) 841-5521 ♦ noelmarie17@hotmail.com

Profile

Motivated, personable professional with a talent for quickly mastering technology. Diplomatic and tactful with professionals and non-professionals at all levels. Hard working, self motivated quick learner adept at managing multiple tasks with accuracy.

Flexible and versatile – able to maintain a sense of humor under pressure. Excellent team-building skills.

Advanced proficiency in numerous software programs including Word, Excel, PowerPoint, Outlook, JDE Address Book, JDE Payroll Services, Growth Power and Adobe

Skills Summary

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|--------------------------|---------------------|--------------------------------|
| ♦ Planning | ♦ Computer Savvy | ♦ Aerospace Expediting |
| ♦ Report Preparation | ♦ Purchasing | ♦ Legal Secretarial Experience |
| ♦ Written Correspondence | ♦ Scheduling | ♦ Payroll |
| ♦ General Office Skills | ♦ Marketing & Sales | ♦ Professional Presentations |

Employment History

VISION TECHNICAL MOLDING – MANCHESTER, CT – PLANNER/SCHEDULER 2010

- ♦ Managed major accounts including Corning, Becton-Dickenson, Covidien and NP Medical
- ♦ Purchased department supplies and equipment including tool room components, metrology equipment and clean room required items
- ♦ Planned press operations based upon new work orders received
- ♦ Processed work orders and maintained sales order processing within database tracking system
- ♦ Handled supply order tracking with outside vendors
- ♦ Worked with multiple departments to ensure customer orders are processed and delivered on time
- ♦ Involved in Lean Manufacturing training

ROCKBESTOS SURPRENANT CABLE CORP – E. GRANBY, CT – PLANNER/SCHEDULER 2008-2009

- ♦ Processed MTO customer orders by planning all shop order operations
- ♦ Maintained and upheld all crib stock tracking reports
- ♦ Printed all planned operations and delivered to appropriate personnel
- ♦ Managed Fire Safety Cell scrap ticket program
- ♦ Assisted both Cell Manager and Materials Manager with special projects

ROCKBESTOS SURPRENANT CABLE CORP – E. GRANBY, CT – EXECUTIVE ASSISTANT 2004-2008

- ♦ Maintained current order file system for Sales staff of ten both physically and electronically
- ♦ Tracked all manufacturing orders from order entry through production and out to the customer
- ♦ Managed extensive workload of projects from sales, marketing and engineering departments
- ♦ Acted as backup to staff with regards to order entry, daily bookings and claims
- ♦ Appointed to Sales Department 5s Audit Team

HAMILTON SUNDSTRAND (contract position) – WINDSOR LOCKS, CT – EXECUTIVE ASSISTANT 2004

- ♦ Entered vendors for multiple California and Singapore database loads
- ♦ Maintained timeline for system entry to coincide with database testing
- ♦ Provided executive support to Senior Financial Analysts, General Manager and Vice President of Finance
- ♦ Completed projects and presentations for Finance Department personnel accurately and on time

Employment History (cont.)

MANPOWER FINANCIAL OPERATIONS (contract position) - ENFIELD, CT – PAYROLL ACCOUNT REPRESENTATIVE/EXECUTIVE ASSISTANT 2003-2004

- ◆ Ensured timely and accurate completion of time slips and expense reimbursement processing for 750+ temporary employees and sub-contractors
- ◆ Recorded and documented federal and local government agencies requests to investigate employment and wage information
- ◆ Conducted audit research for the home office, field offices and customers
- ◆ Proactively maintained departmental priorities as characteristics of tasks changed
- ◆ Single point of contact for twelve field offices within the Northeast region

ACE/ESIS INSURANCE – WINDSOR, CT – EXECUTIVE ADMINISTRATIVE ASSISTANT 1999-2002

- ◆ Created interactive PowerPoint presentations and proposals for existing and prospective clients
- ◆ Served as liaison between Company representatives and Regional Managers
- ◆ Conducted extensive internet research and established priorities, tasks and work-flow to meet strict deadlines
- ◆ Delivered on-site Microsoft Office training to staff in Windsor, CT office and Buffalo, NY office

Education

SAINT JOSEPH COLLEGE – WEST HARTFORD, CT

Bachelor of Science

References

References are available upon request.