**CHRISTIE GARBACIK** [cgarbacik28@gmail.com](mailto:cgarbacik28@gmail.com)

22 Westerly Drive, Enfield, CT 06082 860-989-4484

**PROFILE**

Highly skilled Senior Administrative Support Professional with extensive clerical and administrative experience. Expertise in handling multiple tasks and meet tight deadlines without compromising quality to exceed expectations. Readily adapts to change. Strengths include the ability to work independently and as a team member combined with excellent problem solving skills.

**KEY QUALIFICATIONS**

* Excel
* Word
* Outlook
* Filemaker Pro
* Problem solving
* High attention to detail
* Excellent clerical support
* Accounting abilities

**PROFESSIONAL EXPERIENCE**

**Sr. Executive Administrative Assistant Enterprise Accounts,** New Horizons Computer Learning Centers, Bloomfield, CT 06002, 2002-present

* Conducting business with large and enterprise accounts in the Hartford, New Haven CT, Rhode Island and Springfield MA areas.
* Process all vendor invoices and client collections. Collections exceeding 80,000 monthly. Keeping days outstanding under 40 days.
* Orchestrate details for onsite computer training for our instructors.
* Scheduling of clients into classes via company database.
* Phone and face-to face interaction with clients.
* Meet tight deadlines and maintain smooth workflow.
* Prepare expense reports and make travel arrangements.

**Assistant**, Snelling Personnel, East Windsor, CT ,06088, 2001-2002

* Tasked with calculating daily travels and expenses.
* Held accountable for daily employee reports and time sheets.
* Light computer work for MS Word, Excel and PowerPoint.
* Document preparation (typing, copying, and collating)

**Assistant Manager**, Shamrock Cafe, Suffield, CT, 06078, 1995-2001

* Carried daily duties of Assistant Manager (inventory, staffing and scheduling).
* Bartender – duties allowed the opportunity to mange a fast paced bar. Charged with keeping the facility within state guidelines for liquor service and consumption. Managed several customer service promotions and marketing efforts.
* Trained new employees.

**Data Entry/Administrative Assistant**, Dairy Mart Corp Offices, Enfield, CT 06082, 1992-1995

* Handled phone calls, made travel arrangements, scheduled events prepared databases and other clerical duties as required.
* In charge of data entry for stores weekly/daily figures, inventory and purchasing.