Sharlise McDuffie

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**OBJECTIVE**

Seeking a position as an Administrative Assistant or an opportunity in Human Resources where my extensive experience will be further developed and utilized.

## EXPERIENCE

**FYC Apparel Group LLC Branford, CT 2005-2009**

***Front Desk Receptionist***

* General office duties.
* Responsible for preparing requisitions to replenish merchandise on hand.
* Request & maintain transportation appointment and update transportation routing guides via internet, phone & fax.
* Assist Accounting department with entering return credits
* Perform pod’s and pop’s for shipping, accounting and allocators to prevent chargeback’s
* Create excel reports fro C level Executives as needed.
* Manage DocStar imaging database scanning 10,000 pick tickets daily.

**Target Corporation North Haven, CT 2004-2005**

***Electronic Specialist/Asst. Supervisor (TEMP)***

* Cashier/ Guest Services Asst. Supervisor.
* Process Target credit cards.
* Deal with tenant and client correspondences in person and via phone.
* Supervise and plan daily activities for team members.
* Design and setup end caps, replace weekly sale tags.
* Assist with various departments when needed.

**Windson Development Group Inc. Brooklyn, NY 2002-2004**

***Assist.* *Office Manager/ Admin Asst-* Contractor 2004-2008**

* Dealing with correspondences over the phone or email.
* Organizing office maintenance and repair work.
* Delegating work, organising the recruitment of new staff.
* Schedule travel arrangements, meetings and appointment.
* Assist keep track of, and show rental and sales listing properties.
* Pay taxes at city collector’s office, and find lien properties not yet advertised.
* Liaison for out of state investors.
* Research foreclosure , tax liens and government ceased properties
* Create and keep record of all sales and sale potential properties.
* Contact State and Private homebuyers program for client information database.

**Jackson Hewitt Tax Service** *(****TEMP) New Haven, CT 2002-2002***

***Back office Administrator***

* Fax, copy, file, and answer phones.
* Schedule and confirm appointments.
* Payroll entries.
* Contact IRS to correct rejected tax returns.
* Distribute checks to employees and customers.
* Maintained employee and customer records.
* Contact customers to retrieve refund and /or additional information.
* Maintain filing system of employee and customer documentation.
* Act as liaisons between the clerical staff and general manager to resolve interpersonal conflicts.

**SNET *(TEMP) Hamden, CT 2001-2002***

***Operator Specialist/Directory Assistant***

* Convey sports and weather as well as movie listings to customers.
* Receive and route a variety of calls for general public via computerized database.
* Skill in dealing diplomatically with the general public under stressful conditions.
* Transfer calls to supervisors due to unfound listing or unresolved problems with customer.

**Department of Transportation *(TEMP)******College Point, N.Y 2000-2000***

***Office Assistant***

* Enter data and fax weekly reports.
* Maintenance of specialized filing system.
* Answering phones assist in maintaining supplies of publication forms.
* Assist in planning and assigning weekly schedules for employee bus routines.
* Compile data required for the preparation of weekly reports and the maintenance records.

**Murphy Podiatrist & Associate (*TEMP) New York, N.Y 1999-2000***

***Medical Assistant***

* Assist in maintaining supplies and inventory.
* Schedule and confirm appointments for patient.
* Completed lab specimen’s forms and Insurance Claims.
* Assist doctor in procedures associated with: examinations.

**Department of Finance (*TEMP)***  ***Richmond Hills, N.Y 1999-1999***

***Office Aide***

* Daily sort and distribute mail.
* Maintain extensive specialized filing system.
* Insure accuracy of batch tapes for Real Property documents.
* Provides support to other areas of the department as needed.
* Maintain daily numerological order of accuracy for liens, deeds and variety of specialized records.

## EDUCATION

**Present Albertus MagnusCo**llege **BA GPA 3.5**

***Business Management /Human Resource* Expected Graduation -2013**

Equivalent program of studies in directly related applied office skills.

**2003-2003 Millenium Business Institute GPA 3.7**

***A+ and Network +***

Equivalent program of studies in directly related applied office skills.

**2000-2000** **Plaza Business Institute****GPA 2.9**

***Office Technologies***

Equivalent program of studies in directly related applied office skills.

**1999-1999****Ramos, Gartner & Co. Certified *GPA 3.4***

***Medical Assistant/ Medical Billing***

Equivalent program of studies in directly related applied office skills.