###### **GREGORY G. LEDAMUN**

**265 Glendale Avenue Unit E7**

**Bridgeport, Connecticut 06606**

**203-372-0253**

**OBJECTIVE**

A challenging position where highly developed organizational, supervisory, interpersonal, and communications skills, as well as 10 years corporate experience in these fields, will be fully utilized; and which will offer career growth and advancement opportunities.

**PROFESSIONAL EXPERIENCE**

**DIAGEO** (Temp)

**Norwalk, CT 06851**

Working in the Office Services department, providing mail & document services to 800 employees **2011**

**BRIDGEWATER ASSOCIATES** (Temp)

**Westport, CT 06880**

Working in the Facilities department, providing mail & document services to 1000 employees over three sites **2010**

**UST, INC**

**Stamford, CT 06905**

SUPERVISOR MAILROOM & OFFICE SERVICES 2007 - 2009

Responsible for the daily operations of the Mailroom and the Document Center, Supervised a staff of six employees to ensure the prompt and efficient daily service to an office of 400 employees. Developed employee performance plans, Reconciled department invoices, Managed the Document Retention Program, Managed the purchasing of all departmental supplies. Responsible to ensure all departmental budget targets were meet.

## ALLIED DOMECQ SPIRITS & WINES USA

**Westport, CT 06880**

### SUPERVISOR FACILITY AND OFFICE SERVICES 2001 - 2006

Responsible for all phases of Facility Management including Office Services, this includes Building Pass Point Security System. Equipment Maintenance, i.e. Copiers, Printers & Fax Machines, Renovations, OSHA Compliance, Mailroom and Reception Operations, Purchasing, Records Retention Management Systems, approving and reconciliation of all Office Services invoices, assist our IT Dept with the CISCO Phone System, Polycom Videoconferencing, LCD presentation systems.

## BANK OF AMERICA COMMERCIAL FINANCE

**Wilton, CT 06897**

#### OFFICE SERVICES ADMINISTRATOR 1994 - 2001

Responsible for all phases of Mailroom and Office Services operations, providing sole office support to an office of 165 employees in the areas of Mailroom, Purchasing, Copier and Printer Maintenance, Invoicing, NEC Telecommunications phone system, Records Retention Management and in house Airline Ticket Printer

##### GREGORY G. LEDAMUN

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Bridgeport, CT 06606

January 18,2012

I am a dedicated, competent and high-energy individual with a sound foundation of comprehensive training, education and hands-on experience. From my enclosed resume, you will find that my experience and background run parallel to the demands of the position currently available.

Of special interest is the knowledge and experience I gained while working for each of my former employers, the work was demanding, requiring dedication and a commitment to quality. However, as a result of the acquisition of my former employer UST, by Altria Group, I am now prepared to accept new responsibilities.

With my achievements and abilities, and with my commitment to my work, I am confident I can make a positive contribution to your organization. I can be reached at either of the numbers listed below.

Thank you for your time and consideration.

Sincerely,

Gregory G. Ledamun

203-372-0253 Home

203-219-1602 Cell

[gregledamun@optonline.net](mailto:gregledamun@optonline.net)