**Nichola L. Lynch**

123 Chipper Road Waterbury, CT 06704 **Mobil:** 203-305-9721 **Email**: [ynikkie@yahoo.com](mailto:ynikkie@yahoo.com)

**PROFESSIONAL SUMMARY:**

Over twelve years of experience in Office Administration with a proven record of accomplishment in the areas of database management, customer relations, scheduling, bookkeeping and general office operations. Strong organizational abilities combined with excellent interpersonal, communication, and leadership skills that allow me to work effectively with other people at all levels.

**WORK EXPERIENCE**

**Special Olympics Connecticut, INC. Southbury, CT 5/2010 – Present**

***Regional Administrative Assistant***

* Oversees and manages all office procedures and other tasks as assigned by the Director. Perform general clerical duties to include, but not limited to, bookkeeping, copying, faxing, mailing and filing. Coordinate and direct office services, such as records, budget preparation, personnel and housekeeping. Conduct research, compile data and prepare papers for Director. Research price and purchase office furniture, equipment and supplies. Assists in special events, such as fundraising activities and regional games; create and modify documents such as invoices, reports, memos, letters and financial statements using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office or other programs. Prepare all regional information for monthly newsletter. Oversee Northwest Region inventory of office supplies and order supply as need to run department. Maintain Northwest Region constituents in Raiser’s Edge with sensitive and confidential information, make Bank deposit of Donation, Sponsorship and Grants for Northwest Region.

**International Masonry Institute Wallingford, CT 3/2006 – 11/2010**

***Administrative Secretary***

* Maintain office calendar to coordinate work flow and meetings. Maintain confidentiality in all aspects of client, staff and agency information. Coordinate and maintain records for staff, Apprentices, office space, telephones, company card cards and office keys. Prepare invoices, reports, memos, letters, financial statements, accounts payable, bookkeeping and other documents, using word processing, spreadsheet, database, or presentation software. Managed apprenticeship membership database and union affiliate members. Organize new employee orientations and admissions process; Create and maintain a centralized filing system (manual and electronic) for all members with sensitive and confidential information. Monitor the day to day operation of the office, including, but not limited to, planning and implementation of daily schedule and correspondence. Maintains cash and cash reimbursements to members, ruined daily, weekly and monthly report of all classes’ and program operations. Maintains student’s attendance records, generate Bi-weekly timesheet for 5 staff members and forward to Human Resource Department, Maintains supervisor's calendar, scheduling meetings and appointments with and without prior approval. Evaluate Apprentices “On the Job Training Hours” for their raises, serving as liaison between all internal and external staff community, union contractors, administrative staff and other internal customers. Advocate on student behalf when needed.

**Morris Heights Health Center Bronx, NY 1/2000 – 1/2006**

***Office Assistant***

* Prepares daily statistics on client services, Screens WIC applicants for residential and financial eligibility, Issues food benefits and maintains an issuance audit trail; Conferred with department heads on monthly and yearly budget. Assign and monitor clerical staff functions, Provide on the job and other training opportunities for clerical staff. Maintains and orders adequate inventory of USDA materials, Communicated with suppliers to ensure on time delivery for supplies needed to run department. Obtained & maintained client confidential information in compliance to Health Insurance Portability and Accountability Act “HIPAA” and Organizational Guidelines. Enrolled, transferred or terminated clients adhering to the time frames and procedural requirements outlined in the Federal Government Guidelines and WIC Operations manual.

**Computer Skill**

Microsoft Word Microsoft Excel Microsoft Access Microsoft Power Point

Microsoft Publisher

Microsoft Outlook

NYCWICSIS

Time Management System Database

Raiser’s Edge

Games Management System

QuickBooks

**Education:**Monroe College Associates Degree in Computer Science Bronx, NY 1999 - 2001