LEAH RAFFEL

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## PROFILE

* Recent college graduate with degree in finance and business management
* Experienced administrator with a broad background in a variety of roles ranging from; finance, sales, and customer service
* Strong organization and interpersonal skills, great multi-tasker, quick learner, motivated and results driven, works well in both team and/or independent roles
* Proficient in many aspects of web, Microsoft software applications, and other various software applications

## PROFESSIONAL EXPERIENCE

# Executive Administrative Assistant – Falck Eye Centers, Mystic CT 01/09-01/11

* Managed front desk and office
* Scheduling, purchasing, switchboard
* Handled insurance processing
* Support to management and clinical staff
* Accounts payable/receivable, payroll
* Tracking and expense reports
* Prepare executive meetings/events/arrangements
* Auditing

# Account Manager/Executive Assistant – My Paradise, Milford CT 12/07-12/09

# Opened new accounts

# Managed clients/accounts

* Worked on building solid customer relations
* Prospected potential new clients
* Upselling and maintaining sales goals
* Coordinated and maintained executive management’s personal calendars

# Provided outstanding customer service

# Finance & Insurance/Sales/Biller – Hoffman Audi, New London CT 05/05-11/06

# Float F&I manager

# Daily support to F&I and Sales managers

# Prospected all sales ups

# Handled all billing, credit, and loan aspects

# Processed deliveries

* Upselling

# Broke down deals

# Worked sales logs/reports, maintained sales goals

# Handled switchboard, DMV aspects, swaps

# Accounts payable/receivable, payroll

### EDUCATION

Albertus Magnus College - New Haven CT, May 2011

B.S. of Science with a double major in Finance and Business Management