Objective

To secure a position with a well established organization with a stable environment that will lead to a lasting relationship where I can use my strong organizational skills, educational background, and ability to work well with people.

Profile

Motivated, personable business professional. Talent for quickly mastering technology – recently completed Document Control – Contract Manager Certificate course. Accustomed to handling sensitive, confidential records. Demonstrated history of producing accurate, timely reports. Proficient in Microsoft Office Suite (Word, Excel, PowerPoint), Publisher, Access, Outlook, HTML, Adobe, Everest Software, QuickBooks, Lotus Notes, Windows and Mac OS. Ability to type 60 WPM with accuracy.

Flexible and versatile – able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Thrive in deadline-driven environments. Excellent team-building skills.

Skills Summary

|  |  |  |
| --- | --- | --- |
| * Project Document Controls * Report Preparation * Written Correspondence * General Office Skills | * Computer Savvy * Client/Vendor Database Management | * Issue Resolution * Financial Management * Front-Office Operations * Professional Presentations |

Employment History

**Gannett Fleming**: New Haven, CT **05/2011- PRESENT**

**Executive Assistant/Office Manager**

* Oversee a wide variety of administrative functions in support of all director-level projects, management of invoicing, meetings
* High level correspondence, writing, editing, discretion, sensitivity, and communication, attention to detail, budget overview
* Take initiative on requests and inquiries of administrative nature and maintain a flow of information to co-workers via email, managed accounts payable, receivable, and payroll, prepared bank reconciliations, manage calendar
* Staff support, mileage logs, expense accounts, OT reports, scheduling, Contract Manager file maintaining, presentations

**Credit Masters: Guilford, CT**  **08/2009 - 05/2011**

**Executive Assistant**

* Updated database and MS outlook contacts, Created drafts for flyers, Maintained Excel sheets for budget, and sales leads
* Aided CEO in meeting deadlines, scheduling meetings, resolving pressing issues, and travel arrangements
* Preparing Documents: material for board meetings, presentations, charts, departmental reports, attention to deadlines

Sportika Export Inc: Plainville, CT 07/2007 - 04/2009

International Account Manager

* Initiated and maintained daily contact with new and established accounts with clients in 130 countries, adhering to company insurance and US Custom’s shipment policies, while being acknowledged for an up-beat, positive attitude, and showing company spirit, account credit management
* Created schedules, shipment order verifications, and proper documentations including: Bill of Lading, SLI’s, SED’s, and letters of instruction, calculated proper discounts and specific formulas using Excel, kept contact with land and sea vendors with awareness to foreign laws, policies and documentation with shipments, knowledge of exporting/importing documents
* Managed reports, presentations, and projects for sales team and for company meetings, Supervised and trained 4 new employees about accounts and special projects, high call volume, high email , logistics coordination

Audio Visual Techniques (AVT): Greenwich, CT 01/2007 – 06/2007

Office Manager/Executive Assistant

* Provided executive-level administrative support to Director and Audio Manager and demonstrated ability to improvise, improve procedures, and meet/exceed demanding deadlines, manage hard copy and electronic files and records
* Supervised the audio visual team ensuring that all company policies were followed with compliance of set up and break down of audio visual equipment, answer a multi-line telephone and take messages, distribute facsimile to proper office personnel, travel arrangements

Bank of America: Waterbury, CT 05/2006 – 11/2006

Teller

* Daily balancing and interaction regarding/updating accounts while ensuring customer demands have been met
* Researched account transactions with proper documentation, while demonstrating keen ability to recognize and resolve discrepancies
* Transactions such as cashing checks, making deposits, loan payments, withdrawals, and the sale of new accounts

Education

Albertus Magnus College: East Hartford, CT Graduation Date: 06/2011

Bachelor of Science in Business Management GPA 3.5/4.0

Language

Fluent Polish and Intermediate Spanish