Profile

Motivated, personable professional with a talent for quickly mastering technology. Diplomatic and tactful with professionals and non-professionals at all levels. Hard working, self motivated quick learner adept at managing multiple tasks with accuracy.

Flexible and versatile – able to maintain a sense of humor under pressure. Excellent team-building skills.

Advanced proficiency in numerous software programs including Word, Excel, PowerPoint, Outlook, JDE Address Book, JDE Payroll Services, Growth Power and Adobe

Skills Summary

|  |  |  |
| --- | --- | --- |
| * Planning * Report Preparation * Written Correspondence * General Office Skills | * Computer Savvy * Purchasing * Scheduling * Marketing & Sales | * Aerospace Expediting * Legal Secretarial Experience * Payroll * Professional Presentations |

Employment History

## **VISION TECHNICAL MOLDING – MANCHESTER, CT – PLANNER/SCHEDULER 2010**

* Managed major accounts including Corning, Becton-Dickenson, Covidien and NP Medical
* Purchased department supplies and equipment including tool room components, metrology equipment and clean room required items
* Planned press operations based upon new work orders received
* Processed work orders and maintained sales order processing within database tracking system
* Handled supply order tracking with outside vendors
* Worked with multiple departments to ensure customer orders are processed and delivered on time
* Involved in Lean Manufacturing training

## **rockbestos surprenant cable corp – e. granby, CT – planner/schedulER 2008-2009**

* Processed MTO customer orders by planning all shop order operations
* Maintained and upheld all crib stock tracking reports
* Printed all planned operations and delivered to appropriate personnel
* Managed Fire Safety Cell scrap ticket program
* Assisted both Cell Manager and Materials Manager with special projects

## **Rockbestos surprenant cable corp – e. granby, ct – executive assistant 2004-2008**

* Maintained current order file system for Sales staff of ten both physically and electronically
* Tracked all manufacturing orders from order entry through production and out to the customer
* Managed extensive workload of projects from sales, marketing and engineering departments
* Acted as backup to staff with regards to order entry, daily bookings and claims
* Appointed to Sales Department 5s Audit Team

**HAMILTON SUNDSTRAND (contract position) – WINDSOR LOCKS, CT – EXECUTIVE ASSISTANT 2004**

* Entered vendors for multiple California and Singapore database loads
* Maintained timeline for system entry to coincide with database testing
* Provided executive support to Senior Financial Analysts, General Manager and Vice President of Finance
* Completed projects and presentations for Finance Department personnel accurately and on time

Employment History (cont.)

**MANPOWER FINANCIAL OPERATIONS (contract position) - ENFIELD, CT – PAYROLL ACCOUNT REPRESENTATIVE/EXECUTIVE ASSISTANT 2003-2004**

* Ensured timely and accurate completion of time slips and expense reimbursement processing for 750+ temporary employees and sub-contractors
* Recorded and documented federal and local government agencies requests to investigate employment and wage information
* Conducted audit research for the home office, field offices and customers
* Proactively maintained departmental priorities as characteristics of tasks changed
* Single point of contact for twelve field offices within the Northeast region

**ACE/ESIS INSURANCE – WINDSOR, CT – EXECUTIVE ADMINISTRATIVE ASSISTANT 1999-2002**

* Created interactive PowerPoint presentations and proposals for existing and prospective clients
* Served as liaison between Company representatives and Regional Managers
* Conducted extensive internet research and established priorities, tasks and work-flow to meet strict deadlines
* Delivered on-site Microsoft Office training to staff in Windsor, CT office and Buffalo, NY office

Education

saint joseph college – west hartford, ct

Bachelor of Science

References

References are available upon request.