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Profile

**Skills & Qualifications**

Experienced administrative professional with a broad range of skills in administrative support, communication and event management. High achiever with proven abilities in working independently and in collaboration in diverse work environments.

* Excellent written and verbal communication
* Proficient in Microsoft Office (Excel, Access, Word, Outlook, PowerPoint), Evite, Anyvite and Constant Contact
* Proficient in data entry and data processing
* Strong organizational skills
* Uses discretion and maintains confidentiality when handling sensitive information

Experience

**Tile America, New Haven, CT 1997 - Present**

***Administrative Assistant***

* General administrative duties supporting company President, Director of Operations, IT Manager, HR Director and eight remote branch managers.
* Process expense reports for various managers, accounts payable and credit card statements for office staff and outside sales staff.
* Create and maintain pricelist for all products utilizing Microsoft Access. Print and disseminate pricelists to customers and showrooms as needed.
* Create and maintain confidential customer database for mailings and events utilizing Microsoft Access and Microsoft Excel.
* Disseminate weekly reports to sales associates of their individual customers for after sale communication.
* Disseminate monthly commission reports to sales associates in eight branches and outside sales staff.
* Organize two annual contractor events per year for eight branches including contacting vendors, compare and negotiate pricing for food, equipment rentals and supplies. Collect and organize all materials pertinent to each event. Solicit vendors for monetary donations to offset costs.
* Plan and organize annual customer appreciation events for over 1,000 people (UConn Football Game, Lake Compounce Family Day, Ravens Baseball games). Create, print and mail invitations. Maintain database utilizing Microsoft Access and Microsoft Excel for all attending, create nametags, coordinate menu with venue or outside caterer, room reservations and be on site for all setup, event and breakdown. Solicit vendors for monetary donations to offset costs.
* Plan and organize all aspects of annual holiday party for 85 - 150 people. Maintain database utilizing Microsoft Access for all invitees and attendees, create and mail out invitations, track responses, work with venue on all menus and room rentals.
* Assist in planning and organizing of annual manager’s retreat. Collect and organize all materials required for retreat and create packets for all attending. Organize room rentals, menus and equipment rentals.
* Make all travel arrangements for management and sales force. Create and maintain itineraries for individual travelers.
* Coordinate and maintain building leases and supplier contracts for all branch locations, including renegotiation of supplier contracts over 15 year period.
* Develop and distribute monthly newsletter utilizing Constant Contact.
* Plan and coordinate all logistics for board meetings, including maintenance of all associated confidential Board files and development and distribution of Board reports. Take meetings minutes and disseminate to Board Members in a timely manner.
* Order and maintain all office supplies including the development of company stationery and business cards.
* Create, maintain and track expense reports for all managers on a weekly / monthly basis utilizing Microsoft Excel.
* Create and manage all correspondence for home office and 7 remote locations.

**Young Presidents Organization (YPO) Connecticut Chapter 2007-Present *Chapter Administrator***

*Administrative Services:*

Maintain all confidential administrative files

* Speaker files
* Meeting files
* Chapter history and archives
* Governance support
* Coordinate communication calendar with regional office

*Meeting Planning Services:*

Managed or participated in all aspects of meeting planning:

* Manage vendors including contract negotiation, accounting, and consultation with risk management
* Site selection/inspection
* Area Conference support
* Maintain guest list and guest communication
* Seating assignments, nametags and disseminate event materials
* Menu planning, negotiate menu costs and venue rentals rates
* Development and distribution of post meeting reports and necessary follow-up

*Communication Services:*

* Coordinate mailings to members, create and produce newsletter, and chapter wide informational communication pieces utilizing Constant Contact
* Respond to incoming calls from members
* Attend all chapter business meetings, and record and distribute minutes
* Communicate with YPO International
* Coordinate participation in international events by local members
* Assure distribution of all YPO international and regional communications to the members in the chapter
* Coordinate chapter recognition event including ordering gifts, collect and organize all materials required for attendees, coordinate venue rental and negotiate costs

*Membership Services:*

* Maintain confidential membership database, applications, and renewal utilizing Microsoft Excel
* Verify membership rosters
* Assure accuracy of applications prior to submission to YPO International for membership approval
* Communicate with YPO International with changes in address and phone numbers of members
* Work closely with all members of the chapter's executive committee and board of directors

**Woodbridge Country Club, Woodbridge, CT 1994-1997**

***Office Assistant***

General Office duties, including administrative support for the General Manager as well as the Board of Directors.

* Monthly inventory
* Create, print and mail monthly newsletter to members
* Create, print and mail monthly event calendar to members
* Accounts payable
* Dictation from General Manager of all event menus, contracts and correspondence.

Education

* Southern Connecticut State University, Hamden, CT 1989-1990
* Wilbur Cross High School, New Haven, CT 1985 - 1989