aUDREY aHMETOVIC

**Now you can upload your resume directly to** [**Monster**](http://www.monster.com/)**using Word 2007!**

1. [Install Monster’s Easy Submit](http://www.monster.com/MonsterResumeEasySubmit/Install/) add-in by clicking the “Install” icon on the menu ribbon.
2. Once installation is complete, **restart Word.**
3. Click on the “Upload” icon to upload your resume to Monster.

For any issues or questions, please visit the[Easy Submit installation support page](http://r.office.microsoft.com/r/rlidEasySubmitHelp?clid=en-US).

**To close this reminder, click the border and then press DELETE.**

302 Silver Street ▪Coventry, CT 06238

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▪ audrey.ahmetovic@hotmail.com

Executive Assistant

Skilled and dedicated Office Administrator, with over nine years’ experience coordinating, planning, and supporting daily operational and accounting functions. Flexible and versatile- yet, good humored under pressure. Thrive in deadline driven environments.

* Demonstrated capacity to provide comprehensive support for executive-level staff; excel at scheduling meetings, coordinating travel-domestic and international, and managing all essential office tasks going above and beyond for my employers.
* Highly Proficient in the following software programs:

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| * Word | * Excel | * PowerPoint | * Outlook |
| * QuickBooks | * Great Plains | * Reynolds & Reynolds | * Facebook |

* Typing Speed 60+ wpm.
* Notary Public, State of Connecticut, Licensed Life Insurance Agent, State of Connecticut

Professional Experience

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| **Manager of Finance and Operations**  orlive, Inc.-west hartford, ct | 2007 to 2010 |

Key Results:

* Successfully coordinated and hosted numerous employee meetings, holiday parties, charity events, and summer company picnics. Creatively used team building skills with full company involvement.
* Prepared PowerPoint Presentations, organized promotional material for 4 executives to attend Healthcare Conferences globally. Organized travel arrangements, scheduled meetings with clients and key decision makers for potential contract negotiations.
* Handled the tasks of accounting like managing employee payroll, processing accounts payable through Great Plains cutting weekly checks. Reconciled corporate credit cards for 17 employees monthly. Reduced corporate spending by implementing procedures and time reporting.
* Performed facilities management and general office duties, such as ordering supplies, answering phones, greeting clients and vendors. Maintained offsite storage facility, building and office repairs, and updates to the phones, fax, and postage machine.
* Responsible for all new hire paperwork, tour, and payroll information. Performed yearly audits of our medical and dental policies, as well as commercial insurance policies, including automobile, flood.
* Organized office for efficiency and building requirements. Made sure all upgrades were performed on equipment.
* Researched potential clients, Associations, and conferences to ensure that ORLive had obtained enough background information.

Professional Experience Continued

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| **Assistant Office Manager**  Volkswagen of old saybrook- old saybrook, ct | 2000 to 2006 |

Key Results:

* In Charge of Accounts Payable, accounts Receivable and Payroll, including 1099’s, W-2’s, and quarterly payroll filing for two dealerships and 60+ employees.
* Successfully coordinated many company outings, events, and sales events. Participated yearly in the Food Share Drive to help hungry families in Connecticut.
* Performed all Human resource duties, including W-4, CT W-4, I-9, medical and dental forms, and employee handbook. Handled all workers compensation claims between the employee and insurance company/State of Connecticut.
* Stood in as Office Manager when she took vacations, days off.
* Responsible for extensive line of credit with Volkswagen Credit. Organized vehicle Certificate of Origins, keys and location of vehicle at all times.
* Made all travel arrangements for technicians to go to training when needed.

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| **Paralegal to Attorney Jon Peck**  Peck and tuneski, pc.- new london, ct | 1997 to 1999 |

Key Results:

* Started out as a secretary for two real estate attorneys. Drafted letters through dictation. Scheduled meetings with clients for closings. Prepared all post-closing documents for clients, and the bank. Gathered all paperwork to bring to Town Hall to record.
* Moved up within the firm to Paralegal where my responsibilities were to research title searches, gather all tax and town information for closings, deal with realtors on the buy and sale of a house and refinances and all bank paperwork.
* Prepare all personal injury cases for trial starting from intake sheet through interrogatories, requesting medical records, and dealing with insurance companies, clients, and other attorneys.
* Coordinate and schedule closings for 2 real estate attorneys which became challenging especially the end of the month. Received my Notary Certificate in order to notarize a client’s signature at a real estate closing, will, and for trusts.
* Ensured that the office was clean and organized with all of the firm’s office supplies and materials.

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| Education |

Associate of Science, Accounting, 2008

Manchester Community College, Manchester, CT

GPA: 3.89/4.00

Member of Phi Theta Kappa