**OBJECTIVE: T**o provide administrative support and professionalism while offering versatile office management skills obtained from my professional experience and education.

**EDUCATION:**

Bachelor of Science Business Management & Leadership

Albertus Magnus College, New Haven, CT (in progress)

Associates of Business Management

Albertus Magnus College, New Haven, CT (2011)

Certified Medical Assistant

Sawyer Business School, Pawtucket, RI (2005)

**SKILLS PROFILE:**

* Microsoft Office suite: Excel, Word, PowerPoint, Access and Outlook
* Timberline Sage Software
* QuickBooks
* Adobe
* 5 years’ experience Accounts Payable/Receivable process and management
* 5 years’ reconciliation experience
* 2 years’ project management experience
* Excellent communication skills, both written and verbal
* Team building and planning
* Outstanding administrative, organizational, problem solving skills and superior attention to detail

**PROFESSIONAL**

**EXPERIENCE:**

**Paganelli Construction Corp., Windsor Locks, CT**

**Sr. Administrative Assistant, 5/2007 to 07/2011**

* Reported directly to CFO and CEO
* Provided administrative services such as meeting planning, travel arrangements, processing of purchase orders, tracked employee and time and attendance via internal time tracking tool
* Calendaring of complex meetings and schedules
* Manage the accurate and timely processing of incoming daily invoices, expense reimbursements and approvals
* Compile routine correspondences and agendas
* Regularly attend weekly Executive staff meetings and record minutes
* Process weekly invoice aging reports for vendor payments
* Reconcile vendor statements and resolve invoice issues
* Process weekly payroll for 30+ employees, paid Union dues and Political League dues on monthly basis
* Process request for oversized/width permits via State of Connecticut dept. of Transportation
* Registering new equipment and vehicle via Department of Motor Vehicle
* Scan bids sheets into computer and format them in Adobe Live Cycle Designer for contract processing
* Juggle multiple phone lines, answering and receiving calls and taking messages
* Participates in projects as needed and responding ad-hoc request

**PROFESSIONAL**

**EXPERIENCE CONTINUED:**

**Twin Brooks Restoration, Inc., Suffield, CT**

Bookkeeper, 10/2009 **to 6/2011**

* Handles the processing, distribution, accuracy verification and maintenance of invoices
* Reconciling Vendor accounts and resolving discrepancies on vendor statements
* Processing Payroll
* Working with accountant on closing year end books
* Resolved billing, financial reporting and journal entries in QuickBooks and other internal billing systems
* Provided financial reporting to Senior Executives which included: liability summaries, cash flow and expense reporting
* Handles the processing, distribution, accuracy verification and maintenance of invoices
* Built a positive and professional relationship with vendors and suppliers

**Alcohol & Drug Recovery Center, Hartford, CT**

**Detox Tech 9/2005 to 1/2008**

* Performs administrative duties such as greeting patients as they come in, answering phones, processing paperwork and scheduling patient doctor appointments off-site
* Observed patients during detox recovery, recorded observations and documented recommendations
* Assisted the on-site nurse with med-pass
* Administer and record hourly vital signs for patients
* Coordinates shift schedules with coworkers and dispensed breakfast, lunch and dinner for all clients
* Maintained cleanliness of treatment areas and equipment compliance

**Nordstrom, West Hartford, CT**

**Retail Department Manager, 9/2005 to 11/2006**

* Managed a staff of 10 associates in the TBD and Individualist department
* Trained new employees
* Processed weekly timesheets
* Reached daily and monthly Sales goals as outlined by the Store Manager
* Set department sales goals on a daily, weekly and monthly basis
* Traveled to buyers meetings to gather knowledge on fashion and selling tips
* Organized trends and styled manikins
* Worked closely with managers on department sales and purposed ideas on how to boost sales
* Provided feedback to Associates regarding sales and structure
* Provided prestige personal styling and shopping services to clients
* Processed sales, returns and adhered to customer feedback regarding merchandise and concerns
* Processed DTC’s (direct to customer) on items we did not have in our store
* Answered telephone and direct calls as needed
* Extremely knowledgeable on product market

**Sr. Sales Associate 11/2004-9/2005**

**Customer Service Associate 9/2003-11/2004**