

DAVID VEGA

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Summary: Highly organized and detail-oriented professional with 11+ years' experience providing administrative support in a Fortune 500 company. I have a proven track record of efficiently prioritizing and handling multiple tasks with minimal supervision while meeting required deadlines. I exhibit excellent verbal and written communication skills. In addition, I am also a freelance web designer/developer seeking opportunities to further develop my skills within the tech industry. Bi-lingual in English and Spanish.

Skills

- Highly recommendable, diligent and resourceful professional
- Able to balance competing priorities and demanding deadlines
- Articulate and polished telephone, interpersonal and writing skills
- Exceptional versatility and ability to manage multiple tasks in a pressured environment
- Software proficiencies: SAP, Microsoft Word, Excel, Access, PowerPoint, SharePoint, Adobe, Windows, iOS, WordPress
- Programming Languages: C++, Java, JavaScript, HTML5, CSS3, MySQL Workbench, MAMP, NetBeans, X-code, Git/Github, Bootstrap, jQuery, Node.js

PROFESSIONAL EXPERIENCE

Enbridge, Inc. (Formerly Spectra Energy) Waltham, MA

Contracts Analyst (Northeast Region – Gas Transmission and Midstream) 2016 – present

- Completion of Service Release Order Requests
- Complete new contractor registration requests by coordinating Field, Supply Chain and Safety via ISN and Veriforce
- Processing of contract invoices
- Collaborate with Area Analysts, Supervisors, and NE Region administrative staff
- Assist areas with SAP/SRM environment related to issuing contracts
- Developed and maintain NE Region contracts SharePoint
- Assist Supply Chain with creating, maintaining and renewing various agreements
- Assist Planner Schedulers with PM Work Order documentation review for compliance

Spectra Energy Partners Waltham, MA

Administrative Assistant (Northeast Region –Transmission)

2008 – 2016

- Region office support
- Accounts Payable/Receivable specialist
- Office Management
 - Inventory management
 - Facilities management
- Technical Support
 - Corporate vehicle program administrator (NE Region)
 - Corporate card program administrator (NE Region)
- Corporate events planning
 - Budget analysis
 - Bid out corporate event to regional vendors
 - Cost Analysis
 - Contract negotiations
- Reconciling MasterCard corporate carts
- Process corporate travel requests
- Training Administrator (NE Region)
- Employee corporate card expense region representative
- Contributed to various company initiatives (Stand Up For Safety 2014-2015)

T.K. Keith CoWakefield, MA

Risk Management Specialist

2006 - 2007

- Process daily incoming/outgoing VISA & MasterCard merchant chargebacks
- Assist Client Banks with Reconciliation of Merchant Accounts.
- Administrator for Merchant Fraud Monitoring program via FDR Merchant Fraud Manager
- Process Pre-Arbitration & Compliance notices on behalf of merchant

TD Banknorth N.A. (formerly Hudson United Bank) Mahwah, NJ

ATM Specialist

2003 - 2006

- Display expert knowledge of banking ATM networks
 - Reconciled a network of 100+ ATMS
- Entrusted to process confidential client records
- Initiates service calls to a wide variety of personalities to resolve clients' issues
- Handle interaction with branch personnel regarding fraud investigation.
 - ATM Disputes
 - Chargebacks
 - Provisional Credit
- Implement policy and procedure for Fraud Database
- Oversee department's compliance with Federal Regulation governing all electronic funds

transfers

- Coordinate efforts between customers' needs and group personnel
- Delegate suggestions and duties to other team members
- Responsible for promotional release of new products

United Trust Bank Bridgewater, NJ

Trust Operations Stock Trader

2002 - 2003

- Create and distribute a variety of reports using Access and Excel.
- Aid in preparing portfolio's for clients
- Provide administrative support to trust officers

Fleet Boston Financial (formerly Summit Bancorp)

Cranford, NJ

2000 - 2002

Escrow Operations Supervisor

Supervised department of 10 employees

- Entrusted to process confidential employee records such as salary changes, vacation/absenteeism reports, and performance appraisals
- Maintained policy and procedure of office and client relations
- Accountable for all interaction with Real Estate and Attorney Trust accounts
- Initiated the opening and closing of client sub accounts (IOLTA)
- Deemed position of Cash Management Specialist
- Insured department's compliance with Federal Regulations

EDUCATION

Southern New Hampshire University

Manchester, NH

Associate of Science Information Technology (2018)

Memorial High School

West New York, NJ

1999 Graduate