

ENEDA XHAMBASI

Phone: (201) 956-1998 | Email: enedaxhambazi@gmail.com | Address: 53 Platt Ave, Saddle Brook, NJ 07663

EDUCATION

The College of New Jersey

Bachelor of Arts in Psychology; Minor in Creative Writing

3.9 GPA; *Summa Cum Laude*; *Phi Beta Kappa*; Peter Wood Award in Creative Writing

Ewing, NJ

August 2010 – May 2014

Florence University of the Arts

Florence, Italy

January 2013 – May 2013

EXPERIENCE

Ennead Architects

New York, NY

Administrative Assistant

September 2018 – Present

- Provided administrative support to four Partners of an architectural design firm, managing several calendars simultaneously.
- Reserved conference rooms, set up conference calls, and scheduled both internal and external meetings.
- Booked extensive domestic and international travel for Partners and their teams.
- Tracked all travel expenses, and prepared expense reports for each project.
- Completed applications for international business visas.
- Assisted in staffing efforts, including regularly updating master staffing documents using Excel.
- Assisted in preparing client presentations and internal research presentations using InDesign.
- Led weekly administrative assistant meetings, coordinating schedules and calendars with five other Partners of the firm.
- Provided weekly receptionist break coverage, including greeting and directing visitors, vendors, and clients; routing internal and external phone calls for 200+ employees; receiving mail, messenger, food service, and package deliveries.
- Assisted in office relocation efforts, including updating professional business cards for all employees using InDesign; packing office materials; ordering supplies; putting together welcome packets, and updating accounts.

Trust Company of the West

Los Angeles, CA

Administrative Assistant, Equity Research Department

May 2015 – February 2016

- Provided admin support to four equity research analysts, managing several calendars/schedules simultaneously.
- Scheduled and booked extensive travel arrangements for offsite meetings and conferences (ground/air transportation, hotel reservations, conference registration), tracked all travel expenses, and prepared expense reports using Concur.
- Liaised with brokerage sales personnel via email and phone to schedule and coordinate on-site and off-site company and broker meetings. Worked with other assistants/VP's executive assistant to coordinate dept. meetings.
- Logged company meetings, updated central dept. calendar, and uploaded reports to dept. library using Salesforce.
- Monitored earnings reporting activity of 200+ publicly traded companies using Factset software.

Fader & Associates

Teaneck, NJ

Executive Assistant/Project Coordinator/Bookkeeper

July 2014 – February 2015

- Managed market research studies for small qualitative research firm. Worked with several Fortune 500 clients across a wide variety of categories, including financial, pharmaceuticals, and CPG.
- Assisted Consultant/CEO and client teams in developing research methodologies and materials.
- Attended field research/focus groups in several markets across the country. Supervised recruiters and onsite facility personnel ahead of and during sessions. Observed participants and contributed insights to final report deliverables.
- Booked travel arrangements (ground/air/hotel) and tracked/reported expenses.
- Handled all graphic design/creative visual elements of final report deliverables to clients. Aided in data analysis and written reporting of results.
- Scheduled meetings, corresponded via phone and email with vendors and clients. Maintained office supplies.
- Managed all bookkeeping, including Accounts Payable and Receivable, invoicing, bills, and banking/savings account
- Utilized Quickbooks 2014 and Quickbooks Online to monitor accounts and perform monthly bank and credit card reconciliation.
- Prepared profit and loss statements and various other financial reports on a weekly and monthly basis.
- Assisted accountant in preparing tax documents for filing. Prepared and submitted legal documents to lawyers.
- Independently wrote comprehensive training book detailing various small-business management, project management, administrative, bookkeeping, and graphic design functions of the position.

TCNJ Tutoring Center

Lead Writing and Humanities Tutor

Ewing, NJ

September 2012 – May 2014

- Evaluated student-clients' writing in 10-20 individualized consultations per week.
- Provided support in improving clarity, organization, writing style, and sentence-level grammar of academic writing.
- Led and facilitated group discussions of 15-20 students regarding effective peer-reviewing strategies.
- Handled administrative overflow work including fielding telephone calls and scheduling appointments in a high-demand environment.
- Assisted with counting payroll hours of up to 200 tutors.

RESEARCH PUBLICATIONS

Crawford, J. T., & Xhambazi, E. (2013). Predicting political biases against the Occupy Wall Street and Tea Party Movements. *Political Psychology*.

SKILLS

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| • Microsoft Office | • Salesforce | • InDesign | • Fluent in Albanian |
| • Google Suite | • Concur | • Slack | |
| • Quickbooks | • Factset | • Trello | |