

# Priscilla Richards

Ewing, NJ 08638

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6095036018

Dedicated administrative assistant with over 20 years of experience possessing outstanding creative skills, producer of quality work in a timely manner, with the ability to perform tasks from all levels of management and ownership.

## Work Experience

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### **Administrative Assistant**

Arora and Associates - P.C.

October 2016 to October 2022

Position began as a temporary position, and I was hired directly by the firm. Supported all levels of management and ownership in daily tasks working in the Corporate Headquarters. Preparation of project progress reports, Plan notes, reports, memorandum, and correspondence for Department Vice Presidents and Managers. Worked with Marketing as needed on proposals and other firm marketing correspondence. Entrusted with working on sensitive firm and personal documents. Was asked to take over the creation and preparation of project awards boards submitted to various authorities and associations. Preparation of New Jersey Department of Environmental Protection reports and electronic submissions as well as worked closely with the Environmental Department Manager. Worked very closely with Construction Inspection Department including Department Manager, Field Inspectors, and liaison between Department and Accounting - received timesheets/monthly expense reports and processed according to firm policy, correspondence with Resident Engineers in the field, and handled questions and concerns of field Inspectors. Responsible for maintaining kitchen including stocking of all items, cleaning, and sanitizing. Receptionist duties for half of the day consisting of sitting at Receptionist desk, greeting visitors, answering multi-line telephone, efficient routing of calls for multiple offices across the United States, cleanliness and sanitization of lobby on a daily basis, receive/distribute/put away deliveries, prepare outgoing deliveries, and other tasks as asked. Coordination of in-house conference and events including set-up, ordering of food and refreshments, and clean-up. Responsible for coordination of firm events including annual holiday parties from start to finish working closely with ownership on decision making. Created and maintained internal PowerPoint slideshow of firm announcements, firm happenings, project wins, etc. Efficient and quality completion of all tasks asked of me.

### **Part Owner**

Get Rite Lawn Care - Ewing, NJ

June 2014 to May 2016

Partial owner of landscaping company who worked as a sub-contractor on bank-owned foreclosures. Duties ranged from property maintenance, house maintenance including emergency board-ups, snow removal, winterizing, and other tasks as assigned by the banks.

**Office Manager**

Ewing Tax Office - Ewing, NJ

November 2010 to September 2014

Responsible for daily running of small, local tax office. Performed bookkeeping duties for clients such as entry of data, reconciliation of accounts including credit cards. Went to clients' homes to perform bookkeeping and organizational tasks. Solely responsible for the entire office transitioning into a paperless environment by setting up Document Management System and hand scanning all client tax returns and supporting documents. Initial contact for all visitors and clients as well as answer all incoming calls. Preparation of PTR for clients. Ordering of all office supplies as well as maintaining cleanliness of the entire office. Worked very closely with the owner of the company until the company was closed and the owner retired and moved to Florida.

**Bookkeeper**

Johnson Taxes - Ewing, NJ

January 2005 to April 2011

Performed light bookkeeping duties including heavy data entry into QuickBooks. Position was on an as needed basis.

**Administrative Assistant**

Bartolomei Pucciarelli, LLC -

Lawrenceville, NJ June 2001 to November  
2004

Assisted office manager with all aspects of the daily running of an accounting firm. Assisted with the planning of firm events. Completed all bank deposits for the firm.

## Education

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**Diploma in General Studies**

Ewing High School - Ewing, New Jersey, US

June 1999