

Rochez Neal

SKILLS

Technical - Software Tools: Microsoft Office (Excel, Project, Word, PowerPoint, Visio, SharePoint, and Outlook), Adobe (InDesign, Illustrator, and Photoshop), and AIA Documents.

Non-Technical - Organization, communication, team management, time management, risk management, problem-solving, adaptability, research, empathy, and active listening.

FEATURED EXPERIENCE

NJM Insurance Group — *Executive Assistant, Associate*

March 2019 - Present | West Trenton, NJ

- Manage day-to-day operations and provide direct assistance to Personal Lines Department Leaders by preparing presentations, scheduling and facilitating meetings and events.
- Collaborate with various PL teams to plan and manage semi-annual department Town Halls.
- Work with vendors to secure licensing reservations for new hires and partner with PL WFM and Training regarding class schedules to support the Contact Center and PL Department.
- Record, analyze, and distribute executive and department meeting minutes.

Clarke Caton Hintz, P.C — *Administrative, Marketing, and Project Manager Assistant*

October 2012 - March 2019 | Trenton, NJ

- Project Manager Assistant: Assisted Architectural Project Managers to draft project contracts, change orders, and ensured project deliverables were on schedule. Assisted with preparing presentations regarding the different projects and their statuses; as well as admin support on specific projects from startup to closeout.
- Marketing Assistant: Assisted the Marketing Coordinator with researching leads for new business opportunities; created Request for Proposals/Qualifications; designed architectural project sheets in Adobe InDesign; updated and submitted contracts and created staff resumes for new project proposals.
- Administrative Assistant: supported the day to day operation of the office building, filed and archived documents, drafted letters for municipal clients, scheduled meetings and conference calls, reserved conference rooms, coordinated catering services, answered phone calls, managed faxes, greeted visitors, sorted and distributed mail and purchased office supplies.

EDUCATION

Georgian Court University, Lakewood, NJ - *Bachelor of Arts: Communications (Concentration - Public Relations and Journalism), Minor - Political Science.*

Online Training

- NJM Workday (Critical Thinking and Problem Solving & Project Management Series).
- Pluralsight (Project Management Professional Certification Prep Learning Path).
- Lynda/LinkedIn Learning (Learning Path: Become a Project Manager).