



# ESSEX TEMPORARY SERVICES<sup>INC</sup>

Established 1966

1501 Broadway New York, NY 10036 • (Tel) 212-391-1515 / (Fax) 212-352-3624

**For further assistance call The Essex Companies at 212-391-1515**

ET 326697

Highly organized and detail-oriented individual experienced in providing administrative and management support

Strong, decisive, and direct. Adaptable to constantly changing environments. An independent and self-motivated professional with excellent research and writing skills; able to grow positive relationships with clients and colleagues at all organizational levels

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Executive Assistant**

JLT Specialty USA - New York, NY

June 2016 to March 2018

- Managed day to day operations and assisted with special projects and tasks efficiently
- Greeted clients professionally with high energy and maintained professional relationships with existing clients.
- Maintained calendar through outlook and sent meeting requests on behalf of 4 SVPs
- Modified PowerPoint presentations using company's guidelines to fit each client
- Researched and created spreadsheets, using MS Excel, to prospect new business for the credit political risk, captives, marine and fine arts department.
- Planned office mixers and client events to attract new prospects
- Strategized new networking capabilities as well as assist with tracking of sale opportunities using Salesforce.
- Booked client and internal meetings in conference rooms, as well as sourced catering options
- Booked domestic and international travel through Concur and processed expense reports through Certify
- Communicated with clients through email and phone

### **Administrative Assistant- Contractor**

Celgene Pharmaceutical - Summit, NJ

October 2013 to March 2016

- Began as a File Clerk and was promoted into an Administrative Assistant role in the Intellectual Property department
- File management of trademark, patents, contracts, and license agreements; hard copy and electronic filing in SharePoint. Maintained and organized file room.
- Calendar management in MS Outlook. Coordinated departmental and external meetings, and conference calls
- Utilized patent workflow folder to retrieve the patent / contract documents for electronic filing

- Utilized databases such as Thomson Innovation, Public Pair, and CPI to search patent documents for patent applications, certificates, and prior art. Ran reports using SAP
- Conducted legal research, created purchase orders and made payment requests, purchased office supplies
- Coordinated all aspects of travel (domestic and international) using Concur including processing visa's and passports
- Created spreadsheets and presentations for corporate executives.

## Education

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### **Bachelor of Science GPA- 3.63 in Business Management**

Kean University - Union, NJ  
September 2015 to May 2017

### **Bartending License**

Mix Em Up Bartending School  
June 2012 to July 2012

### **Associate's Degree in Liberal Arts**

Essex County College - Newark, NJ  
September 2008 to May 2010

## Skills

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Excel, MICROSOFT SHAREPOINT, outlook, SAP, SharePoint.

## Certifications/Licenses

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### **International Honors Society Sigma Beta Delta for Business, Administration, and Management**

## Additional Information

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### SKILLS

MICROSOFT SHAREPOINT (3 years), SAP (3 years), SALESFORCE (2 years) CONCUR (4 years)  
MICROSOFT OFFICE (OUTLOOK, WORD, POWERPOINT, EXCEL) (5 years) ADOBE (3 Years) ADP (5 Years)