



ESSEX TEMPORARY SERVICES^{INC}

Established 1966

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

ET 327823

Professional Profile

Resourceful and intelligent office manager with specialized expertise in international trading.

- > Solid background in all aspects of general accounting and legal administration.
- > Well organized and adept in prioritizing multiple responsibilities and meeting deadlines.
- > Personable and professional with experience supporting top level executives.
- > Effective communicator able to interact with diverse people on a worldwide basis.

Experience

LEVITT & KAIZER ATTORNEY'S AT LAW, New York, NY

2016 to 2019

Office Manager

Managed all general accounting for a law firm that specializes in criminal defense. Provided all administrative support to both partners.

- Controlled all entries into Quickbooks for company cash accounts and reconciled all bank and credit card accounts. Issued and signed checks and executed all wire transfers. Prepared bank deposits and received payments through Quickbooks system. Maintained petty cash accounts.
- Managed payroll for 5 employees via Paychex payroll software.
- Issued all leases for law firms who rented our offices. Generated rent invoices and collected all monthly rents.
- Entered and reviewed all client invoices for partners on the RTG billing system. Coded and filed partners' hours through the CIA (Criminal Justice Act) E Voucher attorney case filing system.
- Prepared and filed ECF letters for partners from their respective PACER accounts. Generated and sent all inmate correspondence for partners. Copied all incoming case discovery for partners on to the client drive. Velobinded various legal documents for mailing. Set up inmate visits and phone calls for partners through the various detention centers.
- Maintained and renewed all insurance coverage for health, disability, workman's comp, lawyers professional liability, and business insurance for the firm.
- Budgeted and purchased all office supplies and technology and maintained all office contracts.
- Planned and organized yearly onsite firm holiday party for 150 guests as well as all office luncheons.
- Interacted with building office and maintenance personnel to solve any office problems.
- Worked with our IT people to solve any technology issues.

MARCO INTERNATIONAL CORPORATION, New York, NY

1994 to 2016

Office Manager

Managed all general accounting for an international trading company that specialized in metals, minerals, and raw materials. Communicated on a daily basis with staff in seven offices throughout North America, Europe, and Asia. Provided administrative support to the president and nine staff in the New York office.

- Controlled accounts payable and issued checks, wire transfers, and letters of credit. Interacted with vendors, freight forwarders, and customs brokers to research and resolve billing issues.
- Generated aging reports and initiate collection activities. Prepared bank deposits and reconciled accounts.
- Administered health and life insurance benefits as well as disability and Workers' Compensation claims for all US employees.
- Coordinated international/domestic travel itineraries and secured travel documents for executives. Prepared expense reports. Organized in-office and off-site catered events as well as client travel arrangements.
- Prepared correspondence, reports, and contracts. Maintained client and vendor records. Purchased office technology and supplies.

Selected Accomplishments

- Orchestrated two office relocations, working with the president on site selection and serving as a liaison to architects and contractors. Directed highly successful projects that resulted in improved efficiency of office operations while generating significant savings for the business.
- Led initiative to convert a cumbersome cash management system to a fully automated process. Partnered with IT consultant on data conversion and integrity testing of system. Collaborated with IT specialists to coordinate multiple technology enhancement projects.
- Realized significant savings for the company by transitioning health insurance to a new carrier, which stabilized rapidly escalating costs and provided employees with a new array of value added benefits. Conducted annual evaluations of various carriers to maintain cost effectiveness of plan.
- Generated a 35% savings on communication expenses by converting business to a VOIP platform. Continually researched and evaluated vendors to control office operating costs.

Education

SUNY College at Old Westbury, **Bachelor of Science in Management Information Systems**

Technical Skills

Microsoft Office, Adobe, Peachtree, QuickBooks, RTG Legal Billing Software, CJA (Criminal Justice Act) E Voucher attorney case filing system