



ESSEX TEMPORARY SERVICES INC

Established 1966

ET 328023

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

Education

The College of Staten Island, CUNY

Bachelor of Art - History Major, French Minor, 2011

Experience

City of Oneonta

July 2017 - December 2018

Community Development Specialist

- Assisted with seeking and writing requests for grants; maintained proper records for grants and projects
- Updated website and social media platforms to disseminate information about the city, events, available grants & projects

Benson Agency Real Estate

December 2015 - May 2017

Administrative Specialist

- Handled all incoming phone calls and emails; transferred to the corresponding agent
- Maintained listing websites with accurate and up to date information regarding each listing
- Miscellaneous duties including: manage calendar, update social media, coordinate with vendors

The Roger New York

January 2014 - December 2015

Sales Coordinator

- Serviced and oversaw all group and corporate accounts
- Responded to RFPs, created and executed contracts, input reservations, created group resumes/BEOs and communicated all group/event details to the rest of the team, finalized billing and sent invoices
- Qualified all inquiries for groups, meetings and receptions
- Managed inventory of office supplies, incoming and outgoing mail and packages

Gulliver's Travels Associates

October 2012 - October 2013

Hotel Reservations Executive

- Resolved urgent travel inquiries within stringent deadlines
- Managed client requests and communicate them effectively to hotels; kept track of all pending issues and closed cases
- Negotiated with booked hotels to properly accommodate clientele while minimizing losses
- Created and maintained a rapport with new and existing hotels
- Liaised between hotels, clientele, and interdepartmentally to mediate disputes to avoid bookouts or direct charges to clients

First Choice Environmental

December 2011 - October 2012

Administrative Assistant

- Managed billing; created and sent out invoices and reports
- Input customer appointments into calendar, answered phones
- Distributed appointments and corresponding equipment to technicians; maintained communication with technicians and clientele

Skills: Proficient in Microsoft Word, Excel, and Outlook; Fluent in English and Bengali, knowledge of intermediate French.