



ESSEX TEMPORARY SERVICES^{INC}

Established 1966

1501 Broadway New York, NY 10036 • (Tel) 212-391-1515 / (Fax) 212-362-3624

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

ET 326600

Qualifications

Professionally suited for Administrative, Customer Representative, Accountancy, and Office Assistant/Executive Assistant work at best. Strong interpersonal and organizational skills, with the keen ability to multitask a variety of challenges and responsibilities. Proven competencies to empower others and foster cohesive business environments. Deliver outstanding results, leading to increased levels of responsibility and recognition. Leads by example and establishes a professional work environment based on respect.

Professional Experience

L' Pety Canar – Queens, NY

Production Manager/Administrative Assistant. Tasks and procedures performed –Manage staff of 5 employees' production, answering all calls, fulfilling orders, invoices, accounts receivable/accounts payable, shipping, assisting in any tasks, fulfilling online orders, administrative tasks, e-commerce, data analyst, preparation of reports and assisting with marketing development.

Jan. 2012-Present

JAYS CARPET & RESTORATION, INC. – Queens, NY

Technician/Office Assistant. Duties and responsibilities include – Supervising and training new recruits, Office administrative functions, marketing development, operations management, and light accounting using Quickbooks (account payables, receivables and inventory update.)

2007 – 2012

MCHAEL GEORGE FLOWERS, INC. – New York, NY 10017

Accountant. Duties involved all accounting activities on Mac and Windows operated systems: Preparation of financial reports, balance sheet, administrative functions, account payables, account receivables, cash flow analysis. Updated databases to maintain consistency in financial profiles.

2006-2007

RED VANILLA – Paterson, NJ.

Picker/Packer/Acct./Sales. Duties included facilitating the intake and outgoing of stock, updating inventory chronologically via Excel. Light Accounting at office. Pick/Pack at warehouse. Sales help at trade shows. Answering phones, handling of mail distribution and managing warehouse stock.

2005-2006

L.A. GROSSMAN & ASSOC., P.C. – New York, NY 10018

Admin. Asst/Paralegal. Duties included answering phones, copying, filing electronically, errands, order supplies, maintain office, assist clients, prepare petitions, legal drafts, boss' right hand man, manage filing system, creating marketing systems, ensuring timely projects get out on time for all staff (4 members).

1998-2005

Education

BARUCH COLLEGE. New York, NY.

Bachelor of Business Administration in International Marketing, 2009.

Skills and Proficiencies

- MS Word, Excel, PowerPoint, Access, QuickBooks, Omnis7
- Outlook, mail merge, internet savvy, internet research, etc.
- Reception, draft taking, copies, Xeroxing, filing, compiling reports. (Type 60wpm)
- Internet research.
- Interdepartmental Coordination and Communication
- Managing SBU(Small Business Unit, i.e., ordering supplies, contacts with clients/vendors, consistency of prompt inventory, direct liaison with owner.)