



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

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 328309

Seeking for an opportunity to provide all my administration and technical knowledge. Share my ability and enthusiasm in order to perform a good job.

## Work Experience

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### **Provide accounting administrative and production assistant**

Earth Enterprise Inc

July 2015 to Present

- Performed accounts payable functions.
- Managed vendor accounts, generating weekly checks
- Managed financial department with responsibility for Budgets, Forecasting, Payroll, and Account Payable & Receivable.

### **Senior Manager Production & Administration Assistant**

Evans & Paul LLC

July 2010 to July 2015

Provided administrative and production assistant to a manufacture company of solid surfaces:

- Supervised staff and overall running of the office.
- Maintains payroll information by collecting, calculating, and entering data.
- Maintains employee confidence and protects payroll operations by keeping information confidential.
- Payroll
- Ensuring products are produce in a timely manner and produced within quality guidelines.
- Foreseeing potential problems before they happen.
- Provided direct support and assistance with production and management calendars, meeting arrangement, general and confidential communication.
- Established and maintained excellent working relationships with clients and co-workers.
- Contributed to team effort by accomplishing related results as needed.
- In charge of the purchasing and shipping department.
- Supervised payroll, accounts payable and receivable.
- Meet deadlines.

### **Administration Assistant**

FLM Management - Brooklyn, NY

March 2008 to July 2010

Provided administrative assistant to a construction and architectural office.

- Filed documents in Department of Buildings.
- Prepare affidavits.
- Typed entire company document and legal documents.

- Enter or retrieve data.
- Accounts payable and receivable.
- Payroll

## Education

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### **Bachelor in Computer Engineering in Computer Engineering**

New York City College of Technology - Brooklyn, NY

June 2007

## Skills

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Excel, Microsoft office, Word, Word perfect, Windows 7, Windows xp

## Additional Information

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SKILLS: Windows (1993, 1995, 2000 Professional, Windows XP, Windows 7)

Microsoft Office (Word, Excel, Power Point), Word Perfect