



Resume of Applicant #130144

LVMH

Watches and Fine Jewelry

Contract-Connections Personnel

March 2026-June 2026

Inventory Management: Track, manage and process consignment stock, including transfers to partners and returns-to-vendor (RTVs).

Logistics & Documentation: Coordinate with logistics teams, freight forwarders and stores to manage stock movement, ensuring accurate data in systems like SAP.

Reporting & Analysis: Compile monthly sales data, monitor stock levels, and assist in closing processes, including managing non-sellable, damaged or defective stock.

Retail Support: Partner with boutique teams to ensure proper pricing, inventory accuracy and compliance with company policies regarding merchandise handling.

Vendor Communication: Act as the liaison for third-party consignees and internal departments to address inventory issues.

Penta International February 2024-November 2025

West Caldwell, NJ

Customer Service Administrative Assistant

Duties include daily processing of customer orders.

Responsible for responding to customer inquiries for shipment status and tracking detail. Liaison with the warehouse shipping department to make sure all the orders are processed and shipped on a daily basis. Maintain customer correspondence files and payment vouchers for cash in advance customers. Process customer sample requests via email and also pricing requests. Ability to manage customer phone calls and look up orders via Sage and follow up with tracking information.

This position requires strong communication skills, attention to detail and a willingness to learn new things.

ACE-Atlantic Casting & Engineering

December 2022-December 2023

Clifton, NJ

Office Assistant/Customer Service

Responsible for checking accuracy and filing invoices.

Maintained file system and provided copies of invoices to customers

Processed excel spreadsheets to track payments for the month
Filed check stubs and bank receipts, checked past due accounts and added them to my
spreadsheets monthly Researched and resolve invoice discrepancies and provided
invoice copies. Provided exceptional customer service to my internal and external
customers.

**Northcott Fabrics
Lyndhurst, NJ
Customer Service Representative**

March 2022-December2022

Duties included answering phones, taking sales orders. Working on special projects for key
customers. Providing tracking and shipment updates.

Assisting customers with the product line and new product ordering information. I processed
excel spreadsheets for customers who needed information for billing purposes.

I performed general office duties such as scanning faxing and filing paperwork for each key
account. This required strong organizational skills and attention to detail.

Datamation Systems Inc

July 2021-March 2022

Administrative Assistant-Sales

Assistant to the Director of Administration in handling various office duties such as scanning
documents, organizing electronic files. Responsible for assisting the shipping manager and

coordination of the delivery trucks for Datamation computer carts in NYC schools. Maintain time
schedule on SAP and coordinate department calendar for daily truck routes. Heavy phone
contact to insure the deliveries arrived on time. Attention to detail and the ability to multi-task
and prioritize daily assignments. Provided assistance to the accounts payable and receivable
department for billing each school.

**Arbee Associates
Piscataway, NJ**

June 2018-August 2020

Sales Administrator

Responsible for the efficient handling of sales orders, and also to improve the productivity of
field sales representatives by dealing with customer queries and fielding calls.

Responsibilities include edit and convert quotes to order and track progress of orders. Verify
correctness of all vendor acknowledgements. Make changes and corrections as required and
coordinate these changes with the vendors. Provide timely and accurate follow up on dates and
changes of orders.

Processed change orders (i.e. contact vendor and make change, track completion, change
HEDBERG to reflect change order). The Contracts Administrator, working with the Sales team
management, develops, negotiates, and administers contracts for resale of furniture and office

solutions and related design services with our Customers and Partners/Vendors. Requires attention to detail and strong communication skills.

EDUCATION:

Associates Degree, Business Administration, Berkeley College, Woodbridge, NJ

TECHNICAL SKILLS:

Proficient in Microsoft Windows, Excel, Word, PowerPoint, Lotus Notes and SAP for Accounting and inventory control. Ability to multitask, prioritize and work independently.