



Applicant #201704

SKILLS

- Proficient in Microsoft Office, Excel, PowerPoint, SharePoint & QuickBooks
- Customer service experience
- Detail oriented
- Effective Communication
- Organizational skills
- SharePoint experience
- Event planning
- SAP Concur experience
- Travel arrangements experience

EXPERIENCE

April 2023 - Present

ADMINISTRATIVE ASSISTANT, NEW JERSEY DENTAL ASSOCIATION

- Perform all the duties of an administrative assistant to the CEO
- Work cross-functionally with all other departments
- Answer main phone line and direct calls
- Act as a concierge for all meeting and facility events
- Work diligently to satisfy all administrative needs including accurately recording meeting minutes, executing communications and updating directories
- Offer an exceptional member experience with real time feedback, proactive communication and speedy resolution to issues
- Manages and oversees virtual programs.

- Coordinate and communicate with local component societies in an effective and productive manner
- Provide project and program support across multiple departments.
- Understand and utilize appropriate documentation and escalation paths
- Coordinate foodservice for meetings and events
-
-
- Prepare and route company/sponsor contracts
- Catering
- Organizing/editing company documents/files
- Attend outside company social events

December 2022 - April 2023

OFFICE ASSISTANT, ALL JERSEY MOVING AND STORAGE

- Answering incoming calls, directing and taking messages
- Creating and sending contracts to customers
- Confirming jobs
- Collect payments
- Entering information into databases
- Manage email correspondence

January 2022 - November 2022

ADMINISTRATIVE ASSISTANT, ATTICRAWL LLC

- Answering incoming calls to book appointments
- Discussed and sold jobs for the company by offering discounts
- Logging & tracking expenses

- Monitoring QuickBooks activity
- Maintaining & purchasing equipment and office supplies
- Answering phone inquiries and handling complaints in a courteous, professional manner
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Personal assistant
- Assisted in creating Microsoft Word documents & Excel spreadsheets
- Managed social media activity and posts

EDUCATION

Middlesex College - Associates Degree in Business Administration