

CFO ASSISTANT/EXECUTIVE ADMINISTRATOR/HR MANAGER/CS

Professional Summary

To apply myself in a new and challenging position with a progressive organization for long-term employment. Organized, deadline-oriented, great attention to detail and work well under pressure. I have the ability to multi-task, work in a fast-paced environment and do whatever it takes to get the job done while maintaining a high level of professionalism. Having served as a point person for executive teams, senior management and sales teams make me an asset to any company.

Core Qualifications

- MS Outlook, Word, Excel, PowerPoint, QuickBooks Pro, Mas90, Sage200 & AS400
- ADP Payroll Software & PC Charge Software, Postal Equipment, EarthLink Hosting, 401K A. Funds Program
- Skilled in Adobe Acrobat, Adobe Illustrator, Photoshop
- Knowledgeable in database programs such as ACT, Access, and Crystal Reports (MAS90)
- Extensive professional experience in client relations

Experience

CFO Assistant/Executive Administrator/HR Manager/CS

June 2007 to Current Company Name 1/4 City , State

- Assisted CFO with quarterly, year-end financial reports, Profits & Loss on projects, A/P & A/R, Credit & Collections, Invoicing & Billing for RLE & NEI, Sales reports, Bank R, Cash Receipts, Credit Card, checks Supported RLE C- Level & NEI Industries, Inc., Superintendent Maintain all insurance requirements including, certificate of insurances, auto, property coverage, worker's compensation, and bonds.
- Handled all DMV documentation for company vehicles, EZ-Pass, Tickets, violations, claims Establish and Maintain HR related employee functions including payroll process (70 employees, and subcontractors under 1099), recruiting, benefits, employees files, E-verify I-9, salary increases, deduction, garnishments, payroll exception new hire orientation, W-2 withholdings, exercising a high level of confidentiality.
- In charge of issue Prevailing wage certified payroll reports, and 1099 forms 401K Third Party Administrator, (Reconciliation of participant account at plan conversion, participant distribution and withholding verification, compliance testing, form 5500 preparation) IT Administrator, set up emails on Outlook & EarthLink accounts, set up GoToMyPC accounts, Install Scanners and assist with PC troubleshooting General Administrative support, phones, file, fax, mail Provide Internal sales support and customer service for outside reps Assist entering customer's proposals Distribute and confirm monthly commission statements.

Controller/Administrative Assistant

May 2005 to June 2007 Company Name 1/4 City , State

- Sales orders processing, invoicing, shipments, collections Account Receivable, bank deposits, adjustments, posting checks Account Payable, D & B listing, cash disbursement In charge of petty cash & in-outgoing mail Update inventory and purchases, add customers & new vendors Receptionist duties, data entry and administrative functions.

Office Assistant

April 2006 to August 2007 Company Name 1/4 City , State

- Assisted Lawyers, Paralegals with some paperwork Answer phone calls, receptionist duties and administrative functions Updating customer's list for the Department of Labor Billing and collecting payment from clients Preparation of files to be sent out to USCIS.

Accounting/Administrative Assistant

January 2005 to May 2005 Company Name 1/4 City , State

- Sales orders processing, Check customer's credit history.
- Prepare customer's invoices, purchases orders, and cash daily receipts.
- Prepare checks, accounts receivables, payables, and monthly reports.
- in charge in-outgoing mail and petty cash.

Customer Billing Representative

June 2004 to April 2006 Company Name 1/4 City , State

- Follow up with patients and their insurance when payments occur.
- Set up payment arrangements; monitoring payments, insurance verification.
- Charge patient by credit card, sent out itemized bill from hospital.

Credit Representative

October 2004 to December 2004 Company Name 1/4 City , State

- Processed new accounts' applications and sales approvals.
- Researched customers' account credit history.

Administrative Assistant/Production Supervisor

August 1993 to January 2000 Company Name 1/4 City , State

- Accounts Receivables and Payables, data entry and production reports.

- Assisted Bookkeeper; prepared time sheets and prepared checks for employees.
- Answered phones, prepared invoices, and responsible for outgoing mail.

Education

Associate : Applied Science Applied Science

A.A.S : Accounting Berkeley College 1/4 City , State Accounting

Certification in Computerized Accounting Dover Business College, Paramus NJ Certification in Human Resources ADP Training City , State

Certification in Excel II, Essex County College, Newark NJ Certification in Customer Service and Problem Solving Essex County College 1/4 City , State

Certification in Computerized Executive Secretary IDAT Institute, Lima, Peru

Accomplishments

- Composed employee handbook & assisted standard operating procedures manual Composed Payroll Master Worksheet and 401K Contribution and Deduction Spreadsheet Leader in process improvement initiatives Conducted new hired employee administration trainings Conducted employee training of upgraded accounting software (Sage200).

Interests

Notary Public of Passaic County since 2007 *Member Volunteer of Girls Scout of Northern NJ since 2009

Languages

Fluent in English & Spanish

Skills

Computerized Accounting, Accounts Receivables, administrative functions, Administrative support, Adobe Acrobat, Adobe Illustrator, Photoshop, ADP, ADP Payroll, A/P, AS400, benefits, Billing, bonds, Bookkeeper, C, Cash Receipts, conversion, Credit, Crystal Reports, clients, client relations, Customer Service, data entry, database, documentation, Fluent in English, fax, financial reports, forms, Funds, Human Resources, HR, insurance, inventory, Invoicing, MAS90, Access, Excel, Excel II, mail, MS Outlook, Outlook, PowerPoint, Word, Payables, payroll, PC troubleshooting, Problem Solving, proposals, QuickBooks Pro, Receptionist, recruiting, Sage, Sales, Sales reports, sales support, Scanners, Spanish, phones, phone, year-end

Additional Information

- NJ Notary Public of Passaic County since 2007 *Member Volunteer of Girls Scout of Northern NJ since 2009