

NAME

XXXXXXXXXX, Califon, New Jersey 07830 XXX.XXX.XXXX XXXXXXXXXXXX@gmail.com

ADMINISTRATIVE ASSISTANT

QUALIFICATIONS PROFILE

Highly skilled, forward-thinking, and goal-focused professional, armed with hands-on experience in administrative support on sales, inventory, merchandising, and product administration.

Commended for proven success in formulating and implementing highly effective plans and strategies to maximize resources and improve efficiency and productivity. Armed with proven expertise in administrative support, vendor relations, and systems implementation; complemented with problem-solving and decision-making skills to overcome challenges and achieve goals and objectives. Technically proficient with Microsoft Office Suite.

RELEVANT EXPERIENCE

XXXXXXXXXX, MORRISTOWN, NJ

Operations Coordinator • 2014–Present

- Take charge of generating computerized purchase orders from buyers; tracking and receiving stocks; and organizing flow and pricing of merchandise
- Oversee the inventories for the \$5M store to ensure organization of products
- Conduct precise tracking, receipt, and distribution of buyers' orders of high-end jewelry
- Manage the Stock Re-Order Program for the replenishment of stock levels for all three stores
- Ensure accuracy in preparing and reporting payroll for 35 employees
- Determine and report the sales status sales each month for the payment of the Accounting Department

Career Highlights:

- ✓ Conceptualized and established a donation program which handled requests of community organizations, schools, and churches for all three stores
- ✓ Coordinated with a major pearl company in implementing their new electronic ordering system which was designed and administered by Microsoft
- ✓ Facilitated training for employees for the successfully implemented inventory tracking system for the inventory worth \$2M
- ✓ Devised and installed digital imaging system for the posting of photographs of jewelry to website as well as trained employees on the proper use of the system

XXXXXXXXXX, BRIDGEWATER, NJ

Administrative Assistant • 2009–2014

- Provided effectual assistance in ensuring the accuracy of shipments and quality of goods, as well as in setting prices and schedules in place
- Coordinated with the management in disseminating the companies' long- and short-term programs

OTHER EXPERIENCE

XXXXXXXXXX, BRIDGEWATER, NJ

Sales Associate

EDUCATION

Bachelor of Arts in Communications | XXXXXXXXXXXX, EAST RUTHERFORD, NJ

PROFESSIONAL TRAINING

The Edge Retail Software Point of Sale Program, XXXXXXXXXXXX
Basic Diamond and Grading, XXXXXXXXXXXX