

RESUME 937

OBJECTIVE:

Organized and detail-oriented Administrative Assistant with a proven track record in event planning, accounting support, and human resources administration. Skilled in coordinating schedules, managing budgets, and ensuring smooth office operations. Adept at multitasking in fast-paced environments, with a focus on accuracy and efficiency. Committed to delivering exceptional support to teams and leadership.

SUMMARY OF QUALIFICATIONS:

- Establishes rapport quickly with a diverse population, recognized for personal and professional integrity and collaborating to develop mutually beneficial solutions through interactions with teams and managers
- Expertise in planning and executing corporate events, meetings, and employee engagement activities.
- Strong understanding of accounting fundamentals, including invoicing, expense tracking, and budget management.
- Proficient in human resources tasks such as onboarding, payroll support, and maintaining employee records.
- Experience in providing uncompromising highest standards of customer service in office settings, assisting both internal customers and customers / patrons with their requirements, preferences, and selections, offering options customized to individual needs, and resolving issues to their complete satisfaction
- Strong communications, detail-oriented, with analytical and problem-solving skills
- Multitasks effectively, learns new systems quickly, and completes all assignments on time or ahead of deadlines
- Leverages technology to enhance productivity, Windows, MS Office and more
- Self-starter, working well independently or in team environments

PROFESSIONAL EXPERIENCE:

03/2023 – 01/2025 ***Online Shopper Executive / Front End Cashier***
Walmart Supercenter, Lockport, NY

- Processed and fulfilled customer online orders with precision, ensuring accuracy and timely delivery.
- Assisted customers with inquiries and provided solutions to enhance shopping experiences.
- Operated cash registers, handled transactions, and balanced tills at the end of each shift.
- Supported team efforts by maintaining clean and organized front-end areas & assisting coworkers during busy periods.
- Recognized as Employee of the Month for outstanding performance, customer satisfaction, and teamwork.

01/1998 – 08/2021 ***Administrative Assistant***
New York State Department of Labor, Lockport, NY

- Acted as the primary point of contact for office operations, handling correspondence, scheduling meetings, and managing calendars.
- Prepared detailed reports & presentations for management, utilizing advanced Excel functions & PowerPoint designs.
- Organized and managed corporate events, including venue selection, vendor coordination, and budget oversight, ensuring successful execution.
- Provided accounting support by processing invoices, reconciling expenses, and assisting with budget preparation.
- Supported HR functions, including maintaining employee records, coordinating onboarding, and processing payroll documentation.

03/2020 – 12/2020 ***Packer***
Adecco USA, Lockport, NY

- Accurately packed products into boxes and containers according to company specifications.
- Labeled and prepared items for shipping, ensuring compliance with quality and safety standards.
- Conducted visual inspections to identify damaged or defective products, reporting issues to supervisors.
- Maintained a clean and organized workstation to promote efficiency and safety.
- Reported inventory discrepancies and assisted with inventory management tasks.

02/2010 – 03/2011 **CNA**

Odd Fellow & Rebekah, Lockport, NY

- Assisted patients with activities of daily living (ADLs), ensuring dignity and respect in all interactions.
- Monitored and recorded vital signs, reporting any significant changes to the healthcare team.
- Supported nursing staff in implementing care plans and medical treatments.
- Provided compassionate emotional support to patients and their families during challenging times.
- Ensured compliance with infection control protocols and safety standards.

06/2009 – 06/2010 **Team Member**

Tim Horton's, Lockport, NY

- Greeted customers warmly and provided efficient, friendly service to enhance their experience.
- Prepared coffee, baked goods, and other menu items according to established recipes and standards.
- Accurately handled cash, card, and mobile payments, balancing the cash drawer at the end of each shift.
- Maintained a clean, safe, and organized workspace, including dining and kitchen areas.
- Recognized as Employee of the Month for exceptional performance, attention to detail, and customer satisfaction.

EDUCATION, TRAINING & ACHIEVEMENTS:

Medical Administrative Assistant Certification

Bryant & Stratton College, Getzville, NY

Sterile Processing Technician Certification

Office Skills Enhancement

SUNY Niagara, Sanborn, NY

CNA Certification

Customer Service Certification

O/N BOCES, Sanborn, NY

High School Diploma

Lockport High School, Niagara Falls, NY