

JoAnne [REDACTED]

[REDACTED] Brown Street ♦ [REDACTED], NY 12771 ♦ Home: [REDACTED] ♦ E-mail: [REDACTED]@gmail.com

ORGANIZATIONAL MANAGER ♦ EXECUTIVE ADMINISTRATIVE ASSISTANT

Talented manager and administrative professional with over 10 years experience managing projects, developing and leading teams, and maintaining budgets. Contributed to increased productivity by streamlining processes, lowering expenses, and solving problems. Sole administrator for Mayor.

CORE COMPETENCIES

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|------------------------------|----------------------------------|---|
| ✓ Organizational Development | ✓ Written and Oral Communication | ✓ Special Events Coordination |
| ✓ Human Resources | ✓ Problem Solving | ✓ Partner Building |
| ✓ Strategic Market Planning | ✓ Office Equipment Operation | ✓ Customer Relations |
| ✓ Project Management | ✓ Filing and Data Archiving | ✓ Technical Skills: Office XP, 2000 & 98 and MS Word, Excel, Publisher, Outlook & Power Point |
| ✓ Staff Relations | ✓ Research & Analysis | |
| ✓ Management & Supervision | ✓ Accounting & Bookkeeping | |
| ✓ Vendor Relations | | |
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EDUCATION

Bachelor of Science with Honors, Organizational Management

[REDACTED] [REDACTED] Nyack New York: Expected [REDACTED]

A.A.S., Business Management

Orange County Community College, Middletown, New York: [REDACTED]

CAREER HIGHLIGHTS

Confidential Secretary: City of Port Jervis, Port Jervis, NY ([REDACTED])

Sole administrative support to Mayor. ♦ Draft correspondence, research laws and codes, purchase office supplies, and *maintain three governmental budgets.* ♦ Answer and direct multi-line telephone calls to appropriate director heads. ♦ Maintain municipal website.

- ✓ Recognized for Dedication & Service by [REDACTED] Campaign Manager.
- ✓ Schedule and *coordinate three to four weekly meetings* and corresponding rooms for Port Jervis Mayor.
- ✓ Spearhead initiatives to *eliminate paper waste by 95%.*
- ✓ *Created and maintain new filing system* for sorting and filing official and confidential records.
- ✓ *Conceptualized, produce, and distribute monthly* municipal-based calendar utilizing MS Publisher.
- ✓ Coordinate with Chamber of Commerce and media to support, advertise, and *organize grand openings.*
- ✓ *Initiated and update newsletter* to welcome new residents and local real estate outlets.

Store Manager: CVS Pharmacy, Hawley, PA ([REDACTED])

Hired, trained, scheduled, and evaluated 10-15 staff members for approximately 10 different stores. ♦ Conducted profit-loss analysis. ♦ Restructured merchandise and display items to create inviting atmosphere.

- ✓ Ordered, stocked, and *maintained \$1 million of inventory.*
- ✓ *Reduced labor costs by 5%* through improving staff training and selection.
- ✓ Provided mentorship and staff support to affiliated stores.

Residential Counselor: Occupations Inc., Middletown, NY ([REDACTED])

Coordinated and supervised resident field trips for residents. ♦ Handle petty cash.

Logistics Specialist US Army, Schofield Barracks, HI ([REDACTED])

Maintained accurate inventory of weapon repair parts. ♦ Prepared and filled invoice orders.
