

Borough Clerk

From: Lakisha Thomas <kishathom@aol.com>
Sent: Monday, October 4, 2021 6:11 PM
To: Borough Clerk
Subject: Account Clerk Position
Attachments: Employment-Application-Milltown.pdf; Cover Letter -Accounting.docx; Lakisha Thomas_Resume-Accounting .doc; IMG_0299.JPG

Good evening,

Please see my attached required documents for the Account Clerk with the Borough of Milltown. If you have any questions please feel free to contact me and thank you for your time.

Lakisha Thomas



Borough of Milltown
39 Washington Ave.
Milltown, NJ 08850
(732)828-2100
clerk@milltownboro.com

Municipal Employment Application

Applicants who need an accommodation in the application or interview process are asked to make a request by contacting the Borough Of Milltown Clerk's Office

Title of Position Applying For: Account Clerk

Date Available for Employment 2 weeks

I. Personal Data

Name Thomas Last Name Lakisha First Name Elnora Middle Name

Address 14 Clark Street Street Address South River City NJ State 08882 Zip

Cell Phone [REDACTED] Home Phone N/A E-mail kishathom@aol.com

Are you a United States Citizen or do you have an entry permit which allows you to lawfully work in the United States? ☒ Yes ☐ No

Are you 18 years of Age or Older? ☒ Yes ☐ No

II. Educational Preparation and/or Training

Please list High School, College, University or Trade School Completed. (List Most Recent First)

- Kean University**
Name of School 1000 Morris Avenue, Union, NJ 07083
Location of School

Sociology Major	History Minor	BA Type of Degree
<u>4</u> # of Years Completed	☒ Yes	☐ No Did you Graduate?
- Middlesex County College**
Name of School 2600 Woodbridge Avenue, Edison NJ 08837
Location of School

Liberal Arts Major	N/A Minor	Associate Type of Degree
<u>4</u> # of Years Completed	☒ Yes	☐ No Did you Graduate?
- South River High School**
Name of School 11 Montgomery Street, South River 08882
Location of School

General Major	N/A Minor	Diploma Type of Degree
<u>4</u> # of Years Completed	☒ Yes	☐ No Did you Graduate?

III. Work History

- Borough of South River**
Name of Employer 48 Washington Street, South River NJ 08882
Address of Employer

Art Londesky
Name of Supervisor

<u>08/2011</u> From (MM/YYYY)	<u>Present</u> To (MM/YYYY)	<u>[REDACTED]</u> Telephone #
Rec Director Position	career change Reason for Leaving	
- Inter City Tire**
Name of Employer 745 Dowd Avenue, Elizabeth NJ 07201
Address of Employer

Alice
Name of Supervisor

<u>10/2008</u> From (MM/YYYY)	<u>07/2011</u> To (MM/YYYY)	<u>[REDACTED]</u> Telephone #
Accts payable Position	new work environment Reason for Leaving	
- Shultz Management**
Name of Employer 900 U.S. 9, Woodbridge NJ 07095
Address of Employer

Sam Giordano
Name of Supervisor

<u>06/2005</u> From (MM/YYYY)	<u>05/2003</u> To (MM/YYYY)	<u>[REDACTED]</u> Telephone #
Accts payable Position	new work environment Reason for Leaving	

Buisness Adminstrator

Title of Supervisor

Office Manager

Title of Supervisor

CFO

Title of Supervisor

IV. Other Skills/ Proficiencies

Please check any programs in which you are proficient:

- | | | |
|--|---|---|
| ☒ Microsoft Word | ☒ Microsoft Excel | ☒ Microsoft Outlook |
| ☐ Microsoft Publisher | ☐ Microsoft Access | ☒ Edmunds |

Please list any other computer software programs in which you are proficient

notary

V. References

(Please omit relatives)

- | | | |
|---|----------------------------|-----------------------------|
| 1. Jason Oliveira | Associate | 8 years |
| <small>Name of Reference</small> | <small>Relation</small> | <small>Time Known</small> |
| 49 Mercer Street, South River NJ 08882 | Borough of S.R. Councilman | [REDACTED] |
| <small>Address of Reference</small> | <small>Position</small> | <small>Phone Number</small> |
| 2. Adriano Soares | Co-worker | 30 years |
| <small>Name of Reference</small> | <small>Relation</small> | <small>Time Known</small> |
| 32 Maklary Street, South River NJ 08882 | Director DPW | [REDACTED] |
| <small>Address of Reference</small> | <small>Position</small> | <small>Phone Number</small> |
| 3. Peter Guindi | Associate | 30 years |
| <small>Name of Reference</small> | <small>Relation</small> | <small>Time Known</small> |
| 109 George Street, South River NJ 08882 | Borough of S.R. Councilman | [REDACTED] |
| <small>Address of Reference</small> | <small>Position</small> | <small>Phone Number</small> |

VI. Personal Statement

Include your experience, talents or special interests, which in your estimation will contribute to your success in the position for which you are making an application

I am a detail-oriented professional as well as a notary. Over the course of my 18+ years career I have developed a skill set directly relevant to the Account Clerk position you are hiring for, including accounts payable, advance budgeting/forecasting and accounts receivable. Overall, I have consistently demonstrated organization, teamwork and problem-solving abilities in every aspect of my accounts payable and receivable role with the Borough of South River.

VII. Additional Items that may be submitted

- | | | |
|---|---|---|
| ☒ Cover Letter | ☒ Resume | ☐ Certificates of Completion under DCA Licensing |
| ☐ Certificates of Completion for Training Programs | ☒ Copies of Licenses Held | |

By signing this application you are affirming that all information provided is true and accurate.

Signature	Lakisha Thomas	10/4/2021
	Printed Name	Date

Lakisha Elnora Thomas

14 Clark Street | South River, NJ 08882

kishathom@aol.com



October 4, 2021

Borough of Milltown Borough Clerk, Mini Marlor

Position: Account Clerk

Thank you for the opportunity to apply for the Account Clerk position for the Borough of Milltown. After reviewing the job description, it's clear you're looking for a candidate extremely familiar with the responsibilities associated with this role and can perform confidently. Given these requirements I am certain I have the necessary skills to successfully perform above expectations.

I am a detail-oriented professional as well as a notary. Over the course of my 18+ years career I have developed a skill set directly relevant to the Account Clerk position you are hiring for, including accounts payable, advance budgeting/forecasting and accounts receivable. Overall, I have consistently demonstrated organization, team-work and problem-solving abilities in every aspect of my accounts payable and receivable role with the Borough of South River and I invite you to review my detailed experience on my resume which is attached.

Thank you for your consideration and I hope to hear from you soon.

Lakisha Thomas

Lakisha Thomas

X

Lakisha Elnora Thomas

kishathom@aol.com

14 Clark Street | South River, NJ 08882

SUMMARY OF QUALIFICATIONS

Dynamic and highly-motivated professional with 18+ years of professional experience operations and the proven ability to perform accounts payable and accounts receivable. Diplomatic and tactful with professionals and non-professionals at all levels with experience in accounting. Excellent in deadline-driven environments with experience in team-building to ensure all tasks are completed. Self-motivated professional with excellent skills and proven ability to grow positive relationships with stakeholders at all organizational levels.

- **Strong work ethic and professional attitude** – emphasizing reliability, integrity, teamwork, and the commitment to work as necessary to get the job done. Experience in working independently as well as supporting a collaborative work team with minimal direction toward defined goals.
- **Competent and confident while promoting a professional presence** – leveraging interpersonal skills with a proven ability to communicate effectively and persuasively with diverse populations.
- **Disciplined work habits with a high level of initiative.** Demonstrated ability as a leader to balance multiple projects concurrently with strong detail, problem-solving, and follow-through capabilities.

PROFESSIONAL EXPERIENCE

Borough of South River

South River, NJ

Parks & Recreation Director

August 2011 – Present

- Oversee all borough recreation programs and events; create all monthly reports, annual budgets, and scheduling. Provided organizational leadership in hiring employees for Summer Recreation Program.
- Direct the operations of all Borough of South River Parks & Recreation activities and attractions, which includes programming, personnel administration, property management, and policy enforcement.
- Inspect and maintain facilities for safety, maintenance, and recreational needs. Report problems to appropriate departments, and educate staff and para-professionals on proper techniques/procedures.
- Source vendors, negotiate contracts, and manage program budgets to achieve best outcomes for parks.
- Routinely lead operations team in a changing environment by aligning organization goals for better operations to improve support for all parks and recreation sporting activities and attractions.
- Direct the development of systems and processes to improve control of parks-related project activity.
- Establish positive working relationships with vendors via effective (verbal/written) communications.
- Suggest operational improvements to enhance quality, improve site safety at parks, and reduce costs.

Inter City Tire

Elizabeth, NJ

Accounts Payable Analyst

October 2008 – July 2011

- Matched, batched, and coded between 75 to 100 vendor invoices on a weekly basis. Prepared vendor checks consisting of 50 to 75 checks. Performed monthly Accounts Payable reconciliations statement.
- Performed customer service calls with vendors. Maintained spreadsheets for special projects. Completed assignments successfully to tight deadlines. Reconciled/processed work by accurately verifying entries.
- Charged expenses to accounts and cost centers by analyzing invoice/expense reports–recording entries.

- Paid vendors by monitoring discount opportunities; scheduling and preparing checks; resolving purchase orders, contracts, invoices, or payment discrepancies and documentation; insuring credit that was received for outstanding memos; and issuing stop-payments or purchase order amendments.
- Verified vendor accounts – reconciling monthly statements and related transactions. Maintained comprehensive accounting ledgers by verifying as well as posting account transactions. Ensured accuracy of daily batch entries and was proficient in handling vendor inquiries and requests.
- Managed and ensured accuracy of monthly closing of financial records, and posted month-end information. Provided assistance and support for auditors: escalated issues and obtained resolution.
- Ensured appropriate internal controls were designed and operating effectively to mitigate process risks. Received, validated, and accurately processed all incoming invoices. Provided leadership in analyzing invoice data to ensure accuracy. Resolved complex invoice-related issues and submitted payments.

Madsen & Howell, Inc.

Perth Amboy, NJ

Accounts Payable Coordinator

June 2005 – October 2008

- Matched, batched, and coded between 100 to 125 vendor invoices on a daily basis. Prepared bi-monthly vendor checks – consisting of 400-450 checks per run. Prepared weekly expense checks for 25 employees.
- Reconciled two separate credit card statements, and applied to the Trial Balance. Performed monthly accounts payable reconciliations. Matched the monthly bank statements to the General Ledger.
- Processed and prepared annual year-end reporting. Reviewed files and forms for proper documentation.
- Prepared reports by collecting, analyzing, and summarizing information to send to senior management.
- Reviewed and updated the Accounts Payable system with new vendors and pertinent information.

Schultz Management, LLC

Woodbridge, NJ

Accounts Payable & Accounts Receivable Coordinator

July 2000 – May 2003

- Matched, batched, and coded vendor invoices on a daily basis. Prepared weekly vendor checks consisting of 100 checks per run. Researched and resolved open invoice issues. Used MRI to create monthly accounts payable and accounts receivable reports. Prepared customer statements on a monthly basis.
- Maintained spreadsheets for special projects. Performed bank deposits, post cash receipts on a daily basis, completed tight deadline, invoice coding, batch entries, file maintenance, and new vendor set up.
- Prepared weekly check runs and appropriate reports. Issued purchase orders in a timely manner.

COMPUTER SKILLS

Microsoft Office (Word, Excel, PowerPoint, Outlook), Peachtree, Prophet 21, MRI and Edmonds

EDUCATION

Kean University

Union, NJ

Bachelor of Arts in Sociology

2007

STATE OF NEW JERSEY NOTARY PUBLIC COMMISSION
THIS IS TO CERTIFY THAT
LAKISHA E THOMAS

WHO RESIDES IN MIDDLESEX COUNTY
IS COMMISSIONED A NOTARY PUBLIC

JULY 23, 2018 TO JULY 23, 2023

VALID DATES

Lakisha Thomas

SIGNATURE

50086755

COMM. NUMBER

Stephen P. Meunier

STATE TREASURER



Borough of Milltown
39 Washington Ave.
Milltown, NJ 08850
(732)828-2100
clerk@milltownboro.com

Municipal Employment Application

Applicants who need an accommodation in the application or interview process are asked to make a request by contacting the Borough Of Milltown Clerk's Office

Title of Position Applying For: Full time account clerk

Date Available for Employment asap

I. Personal Data

Name Busch Last Name Barbara First Name M Middle Name

Address 19 Cottage ave Street Address 2nd fl Apt/ Suite Milltown City NJ State 08850 Zip

Cell Phone [REDACTED] Home Phone [REDACTED] E-mail mae7822@yahoo.com

Are you a United States Citizen or do you have an entry permit which allows you to lawfully work in the United States? ☒ Yes ☐ No

Are you 18 years of Age or Older? ☒ Yes ☐ No

II. Educational Preparation and/or Training

Please list High School, College, University or Trade School Completed. (List Most Recent First)

1. Linden High School

Name of School Linden, NJ 07036 Location of School Bookkeeping Major Minor Type of Degree ☒ Yes ☐ No Did you Graduate?

2.

Name of School [REDACTED] Location of School [REDACTED] Major [REDACTED] Minor [REDACTED] Type of Degree ☐ Yes ☐ No Did you Graduate?

3.

Name of School [REDACTED] Location of School [REDACTED] Major [REDACTED] Minor [REDACTED] Type of Degree ☐ Yes ☐ No Did you Graduate?

III. Work History

1. Diligent Delivery Systems

Name of Employer 2615 US Hwy 130 South Address of Employer 10/11/21 From (MM/YYYY) 11/24/21 To (MM/YYYY) [REDACTED] Telephone # dispatch/cust service Position Lack of work Reason for Leaving

Malek Fezoua

Name of Supervisor

Director of Logistics

Title of Supervisor

2. Republic Services of NJ, LLC

Name of Employer 5 Industrial Dr. New Brunswick, NJ 08901 Address of Employer 2013 From (MM/YYYY) 2019 To (MM/YYYY) [REDACTED] Telephone # Operations/Credit Analyst Position More opportunity Reason for Leaving

Name of Supervisor

Title of Supervisor

3.

Name of Employer [REDACTED] Address of Employer [REDACTED] From (MM/YYYY) [REDACTED] To (MM/YYYY) [REDACTED] Telephone # [REDACTED] Position [REDACTED] Reason for Leaving

Name of Supervisor

Title of Supervisor

Please check any programs in which you are proficient:

- Please list any other computer software programs in which you are proficient

E-pro /receivables software/ InfoPro-collections software

(Please omit relatives)

- ## VI. Personal Statement

Include your experience, talents or special interests, which in your estimation will contribute to your success in the position for which you are making an application

I have experience in many of the qualifications this position is looking for. In my years of working I played a roll in customer service/credit and collections and worked with the billing department closely to assist customers with any of their concerns and applied payments and requests for any credits due on accounts. In my role at Republic Services I was in charge of ordering and receiving all equipment/supplies and anything the team needed to function to the best of my ability. I have great communication and detail organization skills that are key in any postion I have been in.

☐ Cover Letter ☒ Resume ☐ Certificates of Completion under DCA Licensing

☐ Certificates of Completion for Training Programs ☐ Copies of Licenses Held

By signing this application you are affirming that all information provided is true and accurate.

Signature Barbara Busch

Printed Name Barbara Busch

12/3/21
Date

Barbara M. Busch

19 Cottage Avenue; Milltown, NJ 08850
mae7822@yahoo.com [REDACTED]

EXPERIENCE

2021-2021

DISPATCHER/CUSTOMER SERVICE REPRESENTATIVE

Diligent Delivery Systems, Cranbury, NJ

- Dispatch drivers routes daily
- Assist drivers with making deliveries by contacting customers
- Update customers information on company share drive
- Communicate deliveries through fedex dispatch system
- Communicate with warehouse on freight received

2019 – 2021

OPERATIONS REPRESENTATIVES

Republic Services, New Brunswick, NJ

- Implement data entry in E Pro that improves the workflow for the operation teams
- Manage operation's vehicle scale for over 200 trucks in three business units
- Document and manage the records for over 300 vehicles throughout company business units
- Run and manage monthly legal records and reports for New Jersey State Office
- Conduct onboarding orientation and assist new employees with documentation
- Assist drivers in Work- Day program with updates and changes

2013 – 2019

CREDIT/COLLECTIONS ANALYST AND ASSISTANT TO SALES

Republic Services, New Brunswick, NJ

- Managed over 200+ customer accounts to achieve monthly target goals
- Ran Experian credits check for new customers to ensure they are within the company's compliance regulations
- Communicated daily with sales via phone calls/emails/system notes to serve customer needs

2011 – 2013

SECRETARY/SHIPPING COORDINATOR

Vulcan Tool Company, Union, NJ

- Coordinated and processed all shipping information for the machine shop and customers
- Processed and updated customers billing information
- Updated customer files within document management software

2009 – 2011

PATIENT ASSISTANT AND REPRESENTATIVE - EMERGENCY ROOM

Trinitas Hospital, Elizabeth, NJ

- Entered medical insurance and patient's information
- Notified triage team to assess patients and assisted in discharging patients

EDUCATION

JANUARY, 2020

Scale Master Certificate / TRUX

JUNE, 1983

Linden High School

SKILLS

- Data Entry
- Microsoft Office
- Info Pro
- Microsoft Outlook
- E Pro
- Excel

Borough Clerk

From: Moira Brett <mbdrett12@yahoo.com>
Sent: Friday, October 8, 2021 11:23 PM
To: Borough Clerk
Subject: application- Account Clerk
Attachments: Employment-Application-Milltown.pdf; MoiraHardesty_resume.doc; cover letter M. Hardesty_acct Clerk.docx; Professional References.docx

OCT 12 2021

Received

Dear Ms. Marlor:

My name is Moira and I wish to apply for the position of Account Clerk.

Attached is my application, resume, cover letter, and references for your review.

Thank you very much for your consideration.

Best regards,
Moira Hardesty

MOIRA B. HARDESTY

9 Orchard Drive
Chester, NJ 07930
mdbrett12@yahoo.com

PROFESSIONAL EXPERIENCE:

Lawlor & Company, LLC, Totowa, NJ

Accountant, December 2020 to present

- Prepare tax returns for individuals, partnerships, and S-Corporations (Forms 1040, 1065, 1120-S)
- Prepare quarterly tax projections and profit and loss analysis
- Frequent communication with over 125 individual and business clients
- Completion of PPP loan forgiveness applications

Hardesty Law Group, P.C., Ledgewood, NJ

Financial Administrator, July 2018 to December, 2020

- Performed QuickBooks entries and reports including reconciliation of multiple bank accounts, attorney trust accounts, and payroll account. Payment of bills including utilities, shipping, insurance, payroll and taxes.
- Utilized Clio software to manage client data and record accounts receivable
- Created client invoices; recorded and deposited client checks; recorded transfers between attorney trust and bank accounts

Mirzaian Hardesty, LLC, Morristown, NJ

Tax Accountant, September 2010 to March 2015

- Prepared Federal Estate Tax Returns (Form 706); Gift Tax Returns (Form 709); New Jersey Inheritance Tax returns; Trust tax returns (1041)

Rothstein Kass & Co., New York, NY

Tax Supervisor, February 2008 - May 2009

- Prepared and reviewed tax returns and tax projections for over 70 high net worth individuals, partnerships, S-Corporations, Non-profit organizations, and trusts (Forms 1040, 1065, 1120-S, 990-PF, and 1041)
- Prepared financial statements for partnerships, S-Corporations, and Non-profits utilizing GoAudit
- Supervised staff of 8 and conducted analytical training seminars for staff

Andersen Tax, New York, NY

Senior Associate, January 2006 - February 2008

- Prepared and reviewed tax returns for over 50 high net worth individuals and trusts (Forms 1040 and 1041)
- Generated new multi-million dollar corporate client for the firm
- Prepared financial statements for partnership and Non-profit clients utilizing QuickBooks
- Supervised staff of 15

JP Wealth Management, Massapequa, NY

Financial Planner, September 2004 - December 2005

- Prepared and reviewed tax returns for over 50 high net worth individuals and trusts (Forms 1040 and 1041)
- Created the firm's detailed cash flow analysis program utilized for all clients
- Analyzed asset allocations in clients' brokerage accounts and assisted clients with opening IRA and 529 College Savings Plan accounts

Joel Isaacson & Company, Inc., New York, NY

Financial Planner, February 2003 - September 2004

- Prepared individual and fiduciary tax returns and tax projections for over 40 high net worth clients (Forms 1040 and 1041)
- Analyzed asset allocations in clients' brokerage accounts; researched securities and traded mutual funds on behalf of clients via Schwab trading platform
- Prepared financial statements and mutual fund performance reports
- Assisted clients with implementation of recommendations in meeting follow-ups

SBLI Mutual Life Insurance Company, Inc., New York, NY

Strategic Planning Intern, 2002-2003

- Analyzed life insurance and annuity markets and prepared marketing reports for new products

City of New York Office of Chief Medical Examiner, New York, NY

Assistant Chemist, 1997-2000

New England Medical Center, Boston, MA

Research Assistant, 1995-1997

EDUCATION:

Fordham University, Graduate School of Business, New York, NY

MBA, Finance, 2002

Boston College, Chestnut Hill, MA

B.S., Accelerated 3-year program, 1995

ADDITIONAL SKILLS AND QUALIFICATIONS:

- Skilled in UltraTax, Planner CS, ProSystem Tax, GoSystem Tax RS, QuickBooks, BNA, LexisNexis, Clio
- Proficient in Microsoft Excel, Word, PowerPoint, Adobe, and Wordpress
- Team player with superb verbal and written communication skills
- Licensed New Jersey Real Estate Sales Agent
- Notary Public

Moira B. Hardesty
9 Orchard Drive
Chester, NJ 07930
[REDACTED]
Mdbrett12@yahoo.com

October 8, 2021

Ms. Mimi Marlor, Borough Clerk
39 Washington Ave.
Milltown, NJ 08850

Dear Ms. Marlor:

I wish to apply for the Account Clerk position.

As my resume illustrates, I have several years of accounting and finance experience from prior positions in accounting and financial planning. I have nearly four years' supervisory experience at accounting firms. I am accustomed to deadline work with my years in tax preparation. To further explain my resume, from 2015-2018 I was at home raising my daughter. I am currently an accountant at a public accounting firm where I prepare business and personal tax returns for over 125 clients. I wish to transition my career to work in financial management. I have experience with payroll systems as well as reconciling bank accounts. I also have QuickBooks experience.

I have strong analytical and communication skills, including excellent interpersonal skills. In addition to being highly organized, I work well individually and enjoy being part of a team environment. I am a very motivated individual, and if hired, I would be a hardworking asset to your team.

I have an MBA in Finance from Fordham University and have taken 22 credits in accounting at Fordham University, Pace University, and DeVry University Keller School of Management.

I can be reached any time at [REDACTED] or via e-mail: mdbrett12@yahoo.com. References are available upon request. Thank you for your consideration.

Sincerely,

Moira B. Hardesty

Professional References:

Dana Advant

Title: Paralegal

Hardesty Law Group, P.C.

410 NJ-10, Suite 210

Ledgewood, NJ 07852

E-mail: dana@hardestylawgroup.com

Phone: [REDACTED]

Charles Grotyohann

Title: Financial Planner (CFP)

Park Avenue Securities

410 NJ-10, Suite 212

Ledgewood, NJ 07852

E-mail: Charles.grotyohann@northeastfn.com

Phone: [REDACTED]

Lori Czarnecki

Title: Administrative Assistant

Hardesty Law Group, P.C.

410 NJ-10, Suite 210

Ledgewood, NJ 07852

E-mail: Lori@hardestylawgroup.com

Phone: [REDACTED]

Borough Clerk

From: rajalakshmi raghuraman <rajalakshmi_9@hotmail.com>
Sent: Thursday, September 30, 2021 11:12 AM
To: Borough Clerk
Subject: Full Time Account Clerk - Rajalakshmi Raghuraman
Attachments: RajalakshmiV.pdf; Employment-Application-Milltown.pdf

Dear Ms. Marlor,

Good Morning! Hope all well and safe.

I came to know of the opening for the position of **Full Time Account Clerk** and would like to submit my application for consideration to the position.

With over five years of Finance, Accounting, & Administrative experience and Excellent Customer Service skills would like to humbly state the following as my qualification;

- **Degree in Accounting & Business (GPA-3.87)**
- *Subject areas include Accounting, Financial Management, Business Organization, Business Communication, Personnel Management, Business Management, Computer Applications, etc.*
- **NJ Comprehensive Business Certification**
- **Proficiency in the following Software Application & Strong Skills to learn and adapt to new applications**
 - **MS Office 365,**
 - **New Vision - Cashiering and Recording Module,**
 - **ONESolution Procurement Software**

With a **Perfect Employee Evaluation Score record**, I kindly request an opportunity to discuss how my education and experience can add value to the position.

I am herewith attaching my resume detailing my education and experience.

Greatly appreciate your time and consideration.

Please feel free to reach out to me by **Email** or my number 

Thank you very much,

Sincerely,
Rajalakshmi Raghuraman (Raji)

Raji Raghu

rajalakshmi_9@hotmail.com

North Brunswick, NJ

Highly organized and detail-oriented Accounting/Finance Personnel with Notable Public Service Experience

Education & Credentials:

- **Degree in Accounting & Business (GPA-3.87)**
 - Subject areas include *Accounting, Financial Management, Business Organization, Business Communication, Personnel Management, Business Management, Computer Applications, etc.*
- **NJ Comprehensive Business Certification**
- **Proficiency in the following Software Application & Strong Skills to learn and adapt to new applications**
 1. **MS Office 365,**
 2. **New Vision - Cashiering and Recording Module,**
 3. **ONESolution Procurement Software**

Experience:

Department of Community Services, Middlesex County, NJ

(2016-Present)

Bookkeeping Clerk:

- Process and balance **everyday receipts** from the Registry & Passports areas of the Department as Recording Fee, Transfer Tax to County/NJ State, in the form of **Cash, Checks, Escrow Account payments and ACH.**
- Create and maintain **ledger entries**, make corrections and adjustments as required for such receipts and payments.
- **Monthly balancing** of Revenues and Disbursements of the Department.
- Initiate **monthly payments to NJ State & County** from the revenues generated.
- **Set up** and maintain Escrow or Direct Debit accounts for Land Records Recording.
- Deposit checks using the Bank Check scanner.
- Process paperwork for employee reimbursements

Purchasing:

- **Creating Purchase Request:**
 - PR – Purchase Request Number is generated
 - Once PR is approved, a PO (Purchase Order) is created with a Unique PO Number
- **Vendor Inquiry:**
 - Look up Vendor details

Raji Raghu

732-511-6680
rajalakshmi_9@hotmail.com

North Brunswick, NJ

- Make Inquiries on payments to a Vendor using the PO number
- **Invoice Entry:**
 - Once product is received, submit PO for payment using the Invoice and PO number
- **Account Balance Inquiry:**
 - Retrieve Account balance information by criteria (by period, transaction, etc.)

Registry Recorder:

- Record documents concerning the purchase and sale of real estate in Middlesex County
- Verify such documents for Recording Fee, calculate Realty Transfer Tax for the County/State
- Efficiently handle document Indexing – **Input document information** in the **County System**, **Process payments and Scan** the recorded documents into the County System.
- Maintain **accurate entries** on such recordings per Department Policy and guidelines.

Customer Service:

- Exhibit high professionalism in handling communication with Public, Vendors and other County Departments.
- **Handle calls from the Public** relating to the Registration Department like land records search, Recording Fee or General queries requiring re-direction to the appropriate County/other government departments.
- Such Public Queries could come from **Individuals – Resident/Non-resident, Attorney Offices, Title Companies, Other Government Offices or agencies.**
- Facilitate accurate data retrieval from the system for any such Public query.
- Worked in sync with all operational departments, to resolve cross departmental queries.
- Worked closely with admin, HR and finance teams, in reporting and archiving relevant data, according to audit guidelines.

Accounts Assistant, MajescoMastek Inc., Edison, NJ:

Majesco is a provider of core insurance technology software and IT services to insurance carriers worldwide.

Accounts Payable - (Employee Reimbursement & Vendor Claims):

- Ensured prompt delivery of payments to employees (in different locations of the US) on their claims.
- Assist the department during audit, in reports and presentation, by collecting & compiling relevant data and records.

Raji Raghu

732-301-6680

rajalakshmi_9@hotmail.com

North Brunswick, NJ

- Verify all expense claims made by employees for its authenticity and for proper approval from their managers/supervisors.
- Collect all necessary receipts/proofs, for expenses made by employees, for future **audit purposes**
- Drafting reports, letters and emails as per instruction.
- Served as a **single-point** contact, providing all necessary information to employees and vendors, regarding their **claims** and **payment**, within a timeframe (2 business days).

Milltown Public Schools, NJ

- Helped accurately record and file academic progress of students and maintain **due confidentiality** on any such classified records and information.
- Understand, assist and implement the directions from teachers, staff and other district personnel to its best. Exhibit diplomacy towards the needs of all segments in a school system - students, teachers and staff.



Borough of Milltown
39 Washington Ave.
Milltown, NJ 08850
(732)828-2100
clerk@milltownboro.com

Municipal Employment Application

Applicants who need an accommodation in the application or interview process are asked to make a request by contacting the Borough Of Milltown Clerk's Office

Title of Position Applying For: Full Time Account Clerk

Date Available for Employment Tentative

I. Personal Data

Name Raghuraman Rajalakshmi
Last Name First Name Middle Name

Address 601 Daisy Ct North Brunswick NJ 08902
Street Address Apt/ Suite City State Zip

Cell Phone [REDACTED] Home Phone [REDACTED] E-mail _____

Are you a United States Citizen or do you have an entry permit which allows you to lawfully work in the United States? ☒ Yes ☐ No

Are you 18 years of Age or Older? ☒ Yes ☐ No

II. Educational Preparation and/or Training

Please list High School, College, University or Trade School Completed. (List Most Recent First)

1.	<u>Bharathidasan University</u> Name of School	<u>Accounting</u> Major	<u>Business</u> Minor	<u>Masters</u> Type of Degree
	<u>India</u> Location of School	<u>2</u> # of Years Completed	☒ Yes	☐ No Did you Graduate?
2.	<u>Bharathidasan University</u> Name of School	<u>Accounting</u> Major	<u>Business</u> Minor	<u>Bachelors</u> Type of Degree
	<u>India</u> Location of School	<u>3</u> # of Years Completed	☒ Yes	☐ No Did you Graduate?
3.	_____ Name of School	_____ Major	_____ Minor	_____ Type of Degree
	_____ Location of School	_____ # of Years Completed	☐ Yes	☐ No Did you Graduate?

III. Work History

1.	<u>Middlesex County</u> Name of Employer	<u>12/2016</u> From (MM/YYYY)	<u>Present</u> To (MM/YYYY)	_____ Telephone #
	<u>New Brunswick, NJ</u> Address of Employer	_____ Position	_____ Reason for Leaving	
	_____ Name of Supervisor	_____ Title of Supervisor		
2.	<u>Milltown Public Schools</u> Name of Employer	<u>12/2014</u> From (MM/YYYY)	<u>12/2016</u> To (MM/YYYY)	_____ Telephone #
	<u>Milltown, NJ</u> Address of Employer	_____ Position	_____ Reason for Leaving	
	_____ Name of Supervisor	_____ Title of Supervisor		
3.	<u>MajescoMastek, Ltd</u> Name of Employer	_____ From (MM/YYYY)	_____ To (MM/YYYY)	_____ Telephone #
	<u>Edison, NJ</u> Address of Employer	_____ Position	_____ Reason for Leaving	
	_____ Name of Supervisor	_____ Title of Supervisor		

IV. Other Skills/ Proficiencies

Please check any programs in which you are proficient:

☒ Microsoft Word☒ Microsoft Excel☒ Microsoft Outlook

☐ Microsoft Publisher

☒ Microsoft Access

Edmunds

Please list any other computer software programs in which you are proficient

~~New Vision-Cashiering&Recording Module,ONE Solution~~

V. References

(Please omit relatives)

1.

Name of Reference

Relation

Time Known

Address of Reference

Position

Phone Number

2.

Name of Reference

Relation

Time Known

Address of Reference

Position

Phone Number

3.

Name of Reference

Relation

Time Known

Address of Reference

Position

Phone Number

VI. Personal Statement

Include your experience, talents or special interests, which in your estimation will contribute to your success in the position for which you are making an application

VII. Additional Items that may be submitted

☒ Cover Letter☒ Resume☐ Certificates of Completion under DCA Licensing☒ Certificates of Completion for Training Programs

☐ Copies of Licenses Held

By signing this application you are affirming that all information provided is true and accurate.

Signature _____

Rajalakshmi Raghuraman

Printed Name _____

09/30/2021

Date

FACS

Foreign Academic Credentials Service, Inc.

Address correspondence to:

Evaluator, Foreign Academic Credentials
P.O. Box 400
Glen Carbon, IL 62034

August 29, 2005

CPA Examination Services Corp.
Delaware Coordinator
P.O. Box 198469
Nashville, TN 37219-8469

Dear Coordinator:

I have reviewed the documentation of the education qualifications of Mrs. Rajalakshmi RAGHURAMAN (nee Rajalakshmi V.), who is applying for certification in Delaware. My review was made in the context of the education requirements for sitting for the Uniform CPA Examination in that state.

In my opinion, Mrs. Raghuraman's Bachelor of Commerce degree and Master of Commerce degree from Bharathidasan University (1997 and 1999, respectively) combined can be considered equivalent to a baccalaureate degree, plus a master's degree, received from an accredited college or university in the United States.

Mrs. Raghuraman's program of study included at least 21 semester hours of accounting courses that include the following:

- [Y] Introductory Accounting,
- [Y] Intermediate Accounting,
- [Y] Advanced Accounting (financial),
- [Y] Cost Accounting,
- [Y] Auditing,
- [N] US Federal Taxation.

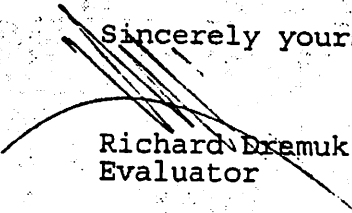
Y = Yes N = No

Delaware Coordinator
RE: Rajalakshmi Raghuraman

Page two

This evaluation, provided by the Foreign Academic Credentials Service, Inc., is advisory in nature and should not be construed as a recommendation as to whether or not the CPA Certificate should be granted.

Sincerely yours,


Richard Dremuk
Evaluator

RD:pd

cc: Mrs. Rajalakshmi Raghuraman
1214 Woodbridge Commons Way
Iselin, NJ 08830

MIDDLESEX COUNTY EMPLOYEE EVALUATION

Evaluation Period: October 1, 2019 to October 1, 2020

Union: AFSCME Local #: _____
 Office: _____ Dept #: 1450
 Employee Name: RAJALAKSHMI RAGHURAMAN Job Title: CLERK 1
 Supervisor: BINDU DALAL Office Director: _____

Performance Measures	Exceptional (5 points)	Very Good (4 points)	Good (3 points)	Fair (2 points)	Below Average (1 points)	Unsatisfactory (0 points)
1. Has solid understanding of the job	X					
2. Understands and follows instructions	X					
3. Completes work thoroughly	X					
4. Uses time well	X					
5. Works well within the organization and with the public	X					
6. Punctuality (arrives and leaves on time)	X					
7. Attendance (See Note 1 below)	X					
	0-1 absences	2-3 absences	4-5 absences	6-7 absences	8-9 absences	10+ absences

Total Points: 35

EMPLOYEE DISQUALIFIED DUE TO DISCIPLINARY ACTION (Please check box) ☒

EMPLOYEE DISQUALIFIED DUE TO HIRE DATE (Please check box) ☐

This form has been reviewed by: Rajalakshmi Date: 11/18/2020
 Employee: _____

This form has been prepared by: _____ Date: 11-18-20
 Supervisor: Bindu Dalal

This form has been reviewed by: _____ Date: _____
 Office Director: _____

This form has been reviewed by: _____ Date: _____
 Department Head: _____

Notes:

- 1) Absences would be defined as unauthorized/unexcused absence from work site when: a) sick time is not pre-approved, or sick time is not accompanied by a doctor's note, or b) an employee has no accrued time. Authorized/excused absences would be defined as: a) pre-approved sick time, or sick time accompanied by a doctor's note or b) employee has not exhausted accrued time. Authorized/excused absences should not be included in his evaluation.
- 2) Any written reprimand or more serious disciplinary action would automatically disqualify an employee from the performance evaluation.
- 3) In order for an employee to be eligible for the performance incentive, the employee must have been on the payroll December 31st of the previous year.
- 4) Evaluations shall be completed by employee's immediate supervisor no later than the first week of November.
- 5) Office Director must review and sign each evaluation.
- 6) After evaluation is complete, the employee must sign the evaluation form and may request a copy. Completed evaluation forms will be placed in the employee's permanent Personnel file.
- 7) A minimum score of 22 points is required to qualify for the performance incentive.

MIDDLESEX COUNTY EMPLOYEE EVALUATION

Evaluation Period: October 1, 2018 to October 1, 2019

Union: AFSCME Local #: _____

Office: _____ Dept #: 1450

Employee Name: RAJALAKSHMI RAGHURAMAN Job Title: CLERK 1

Supervisor: BINDU DALAL Office Director: _____

Performance Measures	Exceptional (5 points)	Very Good (4 points)	Good (3 points)	Fair (2 points)	Below Average (1 points)	Unsatisfactory (0 points)
1. Has solid understanding of the job		X				
2. Understands and follows instructions	X					
3. Completes work thoroughly	X					
4. Uses time well	X					
5. Works well within the organization and with the public	X					
6. Punctuality (arrives and leaves on time)	X					
7. Attendance (See Note 1 below)	X					
	0-1 absences	2-3 absences	4-5 absences	6-7 absences	8-9 absences	10+ absences

Total Points: 34

EMPLOYEE DISQUALIFIED DUE TO DISCIPLINARY ACTION (Please check box) ☐

EMPLOYEE DISQUALIFIED DUE TO HIRE DATE (Please check box) ☐

This form has been reviewed by: Rajalakshmi Date: 09/26/2019
Employee: _____

This form has been prepared by: B. Dalal Date: 09/26/2019
Supervisor: B. Dalal

This form has been reviewed by: _____
Office Director: _____ Date: _____

This form has been reviewed by: _____
Department Head: _____ Date: _____

Notes:

- 1) Absences would be defined as unauthorized/unexcused absence from work site when: a) sick time is not pre-approved, or sick time is not accompanied by a doctor's note, or b) an employee has no accrued time. Authorized/excused absences would be defined as: a) pre-approved sick time, or sick time accompanied by a doctor's note or b) employee has not exhausted accrued time. Authorized/excused absences should not be included in his evaluation.
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- 7) A minimum score of 22 points is required to qualify for the performance incentive.

Certificate of Achievement

Excellence in eRecording

awarded to

Raji Ramgauraman

on

December 2017

by



Milltown School District Summative Report 2016-17

Staff Member: Raghuraman, Rajalakshmi

School: Parkview School

Domain 1
Domain 2

4.00
4.00

Practice Score
100%
4.00

Employee:

Mrs. Raj

Position:

Class Aide

Office:

Parkview

Evaluator:

Mrs. Ferlazzo

Date:

6/14/2016

For Period of:

End of the Year

A. Overall performance based upon job description:

Mrs. Raj brings many strengths to the classroom. She is well spoken, knowledgeable and very aware of what the student need. Mrs. Raj continues to do an excellent job and brings the best out in the students.

B. Progress on any recommendations made:

Mrs. Raj has become familiar with the culture and climate of Milltown. She strives to support her students in all areas and they respond favorable.

C. Performance areas of strength:

Mrs. Raj interacts with her students in a kind and caring manner. She is soft spoke but delivers her message clearly. She sets high expectations and encourages her students to achieve this level.

D. Recommend focus areas (may not necessarily be deficiencies):

Continue to dialogue with colleagues to gain insight and knowledge. Continue to bring ideas to the classroom teacher and continue to encourage your students to achieve success!

Annual Performance Report Conference Date (if requested by either party):

Evaluator's Comments (optional):

Mrs. Raj has had another excellent year as she continues to connect with Parkview School and share her talents and expertise!

Evaluator's recommendation:

Re-employ with no reservations



Re-employ with reservations as noted

Re-employ but withhold increment if entitled to an increment

Do not re-employ

Summative Rating
4.00

3.50-4.00	Highly Effective
3.49-2.65	Effective
2.64-1.85	Partially Effective
<1.85	Ineffective

Congratulations!

The New Jersey State Board of Examiners has authorized issuance of this certificate that permits you to serve as a professional educator in the public schools of New Jersey.

Pursuant to N.J.S.A. 18A:26-2, any person employed as a teaching staff member by a district board of education or a charter school board of trustees shall hold a valid and appropriate certificate. N.J.A.C. 6A:9-5.2(b) requires a newly employed or reassigned teaching staff member to exhibit an appropriate certificate prior to assuming any duties of the new position. Therefore, it is important that you safeguard this certificate.

Please note that it is a violation of N.J.S.A. 18A:26-2 to accept employment under a certificate that you know was printed or issued erroneously. If there are any errors associated with this certificate, please return the original certificate with a brief cover letter to the New Jersey Department of Education, PO Box 500, Trenton, NJ 08625-0500.

Best wishes to you in your endeavors to enhance the academic achievement of New Jersey's children.

XXX-XX-7594
Tr# 663413

The State of New Jersey

Cert# 984688

Department of Education
State Board of Examiners

Certificate of Eligibility

This is to certify that

Issued Expires
05/15

RAJALAKSHMI RAGHURAMAN

County District
00 0000

Has completed certain requirements for certification and is eligible to seek employment in positions requiring the Provisional Certificate in the area(s) listed below. The Provisional Certificate will be issued contingent upon evidence of employment in a district that agrees to provide an approved induction program, including required job support, performance evaluation and professional coursework.

Teacher of Comprehensive Business

David C. Hespe
Commissioner of Education

Robert R. Higgins
Secretary, Board of Examiners

MIDDLESEX COUNTY EMPLOYEE EVALUATION

Evaluation Period: October 1, 2018 to October 1, 2019

Union: AFSCME Local #: _____
 Office: _____ Dept #: 1450
 Employee Name: RAJALAKSHMI RAGHURAMAN Job Title: CLERK 1
 Supervisor: BINDU DALAL Office Director: _____

Performance Measures	Exceptional (5 points)	Very Good (4 points)	Good (3 points)	Fair (2 points)	Below Average (1 points)	Unsatisfactory (0 points)
1. Has solid understanding of the job		X				
2. Understands and follows instructions	X					
3. Completes work thoroughly	X					
4. Uses time well	X					
5. Works well within the organization and with the public	X					
6. Punctuality (arrives and leaves on time)	X					
7. Attendance (See Note 1 below)	X					
	0-1 absences	2-3 absences	4-5 absences	6-7 absences	8-9 absences	10+ absences

Total Points: 34

EMPLOYEE DISQUALIFIED DUE TO DISCIPLINARY ACTION (Please check box) ☒

EMPLOYEE DISQUALIFIED DUE TO HIRE DATE (Please check box) ☐

This form has been reviewed by: Rajalakshmi Date: 09/26/2019
 Employee: _____

This form has been prepared by: B. Dalal Date: 09/26/2019
 Supervisor: B. Dalal

This form has been reviewed by: _____
 Office Director: _____ Date: _____

This form has been reviewed by: _____
 Department Head: _____ Date: _____

Notes:

- 1) Absences would be defined as unauthorized/unexcused absence from work site when: a) sick time is not pre-approved, or sick time is not accompanied by a doctor's note, or b) an employee has no accrued time. Authorized/excused absences would be defined as: a) pre-approved sick time, or sick time accompanied by a doctor's note or b) employee has not exhausted accrued time. Authorized/excused absences should not be included in his evaluation.
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- 4) Evaluations shall be completed by employee's immediate supervisor no later than the first week of November.
- 5) Office Director must review and sign each evaluation.
- 6) After evaluation is complete, the employee must sign the evaluation form and may request a copy. Completed evaluation forms will be placed in the employee's permanent Personnel file.
- 7) A minimum score of 22 points is required to qualify for the performance incentive.



Borough of Milltown
39 Washington Ave
Milltown, NJ 08850
(732) 823-2100
clerk@milltownboro.com

Milltown Borough Municipal Employment Application

Applicants who need an accommodation in the application or interview process are asked to make a request by contacting the Borough Of Milltown Clerk's Office

OCT - 7 2021

Title of Position Applying For: Finance or Constructive

Received Date Available for Employment 2 weeks Sept.
Clara
First Name Middle Name

I. Personal Data

Name Burkhart
Last Name

Address 61 Lafayette ST Milltown NJ 08850
Street Address Apt. Suite City State Zip

Cell Phone [REDACTED] Home Phone [REDACTED] E-mail Clara.Burkhart@yahoo.com

Are you a United States Citizen or do you have an entry permit which allows you to lawfully work in the United States? ☒ Yes ☐ No

Are you 18 years of Age or Older? ☒ Yes ☐ No

II. Educational Preparation and/or Training

Please list High School, College, University or Trade School Completed. (List Most Recent First)

1. see attached Realstate School
Name of School Major Minor Type of Degree
Princeton NJ 8 week course ☒ Yes ☐ No
Location of School # of Years Completed Did you Graduate?
2. accounting course
Name of School Major Minor Type of Degree
Middlesex College 1 course ☒ Yes ☐ No
Location of School # of Years Completed Did you Graduate?
3. South Brunswick High
Name of School Major Minor Type of Degree
South Brunswick Mon. Set NJ High School Degree ☐ Yes ☐ No
Location of School # of Years Completed Did you Graduate?

III. Work History

1. see attached
Name of Employer From (MM, YYYY) To (MM, YYYY) Telephone #
Address of Employer Position Reason for Leaving
Name of Supervisor Title of Supervisor
2.
Name of Employer From (MM, YYYY) To (MM, YYYY) Telephone #
Address of Employer Position Reason for Leaving
Name of Supervisor Title of Supervisor
3.
Name of Employer From (MM, YYYY) To (MM, YYYY) Telephone #
Address of Employer Position Reason for Leaving
Name of Supervisor Title of Supervisor

IV. Other Skills/ Proficiencies

Please check any programs in which you are proficient:

☒ Microsoft Word

☒ Microsoft Excel

☒ Microsoft Outlook

☒ Microsoft Publisher

☐ Microsoft Access

☐ Edmunds

Please list any other computer software programs in which you are proficient

V. References

(Please omit relatives)

1. Lewis Rhodes Co Worker 4 Years
Name of Reference Relation Time Known
N/A 1-253-576-8109
Address of Reference Position Phone Number
2. Barbara Heflinger Friend most of my life
Name of Reference Relation Time Known
46 Richard Rd New Jct, NJ 08852 732-329-6748
Address of Reference Position Phone Number
3. 132 So. Captian Dr Little Egg Harbor NJ 08057 Friend 30 + Years
Name of Reference Relation Time Known
Gina Jeter
Address of Reference Position Phone Number

VI. Personal Statement

Include your experience, talents or special interests, which in your estimation will contribute to your success in the position for which you are making an application.

Real Estate, Animal Lover, Work Well With Others

VII. Additional Items that may be submitted

☐ Cover Letter

☒ Resume

☐ Certificates of Completion under DCA Licensing

☐ Certificates of Completion for Training Programs

☐ Copies of Licenses Held

By signing this application you are affirming that all information provided is true and accurate.

Clara Burkhardt
Signature

Clara Burkhardt
Printed Name

10/7/2021
Date

Clara Burkhart
61 Lafayette Street
Milltown, NJ 08850

Keller Williams 04/11/2016 to present
Market Center Frontdesk / Receptionist

- Answer phones, assist callers with questions and inquiries; transfer calls
- Greet everyone, provide excellent customer service;
- Assist management team with special projects;
- Receive and sort mail and deliveries, manage frontdesk e-mails, respond to any messages;
- Sort and distribute office faxes, order office and kitchen supplies;
- Assist with organizing office events;

Toll Brothers - 03/09 to 03/2015

Resident Services Representative

Responsible for all customer service request, maintenance issues and concerns resolving all matters in a timely manner. Work closely with the Assistant Manager, provides outstanding service to ensure customer satisfaction.

- * Greet each person as they walk in the door.
- * Answer phones & transfer all calls
- * Maintain package delivery system, overseeing business center, fitness center and basketball court
- * Ordering all office supplies, technology needs, refreshments
- * Daily inspections of apartment grounds, and clubhouse
- * Work residents events
- * Assist Assistant Manager with bookkeeping, billing and taking deposits to bank
- * Open all mail and code invoices, audit the accounts for the water company
- * Assist all vendors, getting new and updated insurances from vendors
- * Update Saflok (key maker)
- * Send violation letters to residents and follow up
- * Setup residents with vendor for new carpet, carpet cleaning, having apartments painted also Western pest control & Valley Construction Co

Toll Brothers, Inc. Westminster Security- 10/07 to 03/09

Customer Service Rep

- * High volume calls and problem solving
- * High volume faxing, scanning and assist billing department

Toll Brothers, Inc. Design Studio, NJ 10/05 to 10/09

Design Consultant

- * Working with buyers to complete interior selections for their home

Toll Brothers, Inc. Sales NJ 05/02 to 10/05

Sales Assistant

- * Selling new homes sales- Estate/Signature, Active lifestyle and Condo
- * Taking deposits, marketing for new prospects
- * Reporting traffic to corporate office on a weekly

First Washington State Bank 1999 to 2002

Human Resources and Payroll assistant

- * General payroll, Peoplesoft interface
- * New hires, Terminations, Rate Changes
- * Star power manual checks, timesheet processing
- * Tax forms and Direct deposit forms

Education

A-Real Estate school Attended Middlesex County College Accounting Course and South Brunswick High School

Sales Builder, Toll Selector (envision), Internet Microsoft Word, Excel, Outlook, ADP and Ceridian Payroll Capro

Corporation

(Account Receivable & Reservation System), Multi printers, Multi phone lines, Calculators, Copiers, Faxes, Postage

machines, Realpage & One site and Saflok (key making), Two way radio.

References

Furnished upon request.

Borough Clerk

From: leonard daniels <jdate31064@gmail.com>
Sent: Wednesday, September 29, 2021 6:15 PM
To: Borough Clerk
Subject: Fwd:
Attachments: LEONARD P Daniels's doorman (1).doc; LEONARD P Daniels's RESUME.doc; LEONARD P- Tax Preparer.doc; LEONARD P.docx; UPDATED REFERENCE.docx

FULL TIME ACCOUNT CLERK JOB CODE 00001 - MILLTOWN BOROUGH

Career hunting with Skills I ALSO HAVE EXPERIENCE AS A DOORMAN/ CONCIERGE

Looking to do office clerical-admin support work! LEONARD P. DANIELS 590 West End Avenue, Apt# 3C New York, NY 10024 (212) 873-4532 / 5137 **OBJECTIVE:** Obtain a Doorman/Concierge position. Willing to join the union and travel to hard to reach locations. Also, Clerical/Admin Office position. **EXPERIENCE** Self-employed Various Positions 09/78 – Present Royal Chemical INC. Great Neck, NY, 10/04 - Present. Order Processing Representative 1 Receive and process orders from customers, verify pricing, verify credit status, enter orders in the computer system. 2 Performs sales order maintenance and related administrative functions; resolve client billing and eligibility issues. 3 Assist in follow-up on quotes and maintain customer files. CVS Pharmacy, New York, NY, 01/02-10/02, Sales Associate 1 Duties included demonstrating outstanding customer service skills, meeting hourly selling and express credit goals, providing product knowledge to customers and working as part of a team to meet individual and store objectives. 2 Display and supply stock work. Slomins Shield, New York, NY, 01/99-01/00, Appointment Setter 1 Maintained a fully booked appointment schedule for outside sales representatives, organized paperwork associated with those sales, handled and directed incoming client questions. 2 Assisted team in meeting project deadlines and monetary goals. Handled sales to clients that prefer business to be handled exclusively over the phone, fax and email. Business Science International, Englewood Cliffs, NJ, 11/93 - 01/99, Market Research Coordinator 1 Planned and implemented telephone market research projects. 2 Edited and coded surveys. Analyzed data to determine if quotas were met. Reported findings to upper management Kay Bee Toys, New York, NY, 11/92-11/93, Assistant Manager 1 Retail management responsibilities included: 2 Recruitment and training. 3 Scheduling and customer service. 4 Store repairs and product returns. 5 Counting cash drawers 6 Bank runs NY City Dept for the Aging, New York, NY, 11/88-6/89, Accountant 1 Conducted field and desk audits of senior centers under contract with NYC. 2 Prepared and presented reports of findings. Interacted with center personnel to develop action plans. 3 Communicate with supervisors to identify areas of non-compliance. Education- NEW YORK INSTITUTE OF TECHNOLOGY BS IN ACCOUNTING 6/88 **COMPUTER SKILLS** MS Excel * MS Access * MS Word * MS Internet Explorer * MS Powerpoint

LEONARD P. DANIELS

590 West End Avenue, Apt# 3C New York, NY 10024

 lpd5903C@nyc.rr.com

OBJECTIVE: Obtain a Doorman/Concierge position. Willing to join the union and travel to hard to reach locations. Also, Clerical/Admin Office position.

EXPERIENCE

Self-employed Various Positions 09/78 – Present

Royal Chemical INC. Great Neck, NY, 10/04 - Present, Order Processing Representative

- 1 Receive and process orders from customers, verify pricing, verify credit status, enter orders in the computer system.
- 2 Performs sales order maintenance and related administrative functions; resolve client billing and eligibility issues.
- 3 Assist in follow-up on quotes and maintain customer files.

CVS Pharmacy, New York, NY, 01/02-10/02, Sales Associate

- 1 Duties included demonstrating outstanding customer service skills, meeting hourly selling and express credit goals, providing product knowledge to customers and working as part of a team to meet individual and store objectives.
- 2 Display and supply stock work.

Slomins Shield, New York, NY, 01/99-01/00, Appointment Setter

- 1 Maintained a fully booked appointment schedule for outside sales representatives, organized paperwork associated with those sales, handled and directed incoming client questions.
- 2 Assisted team in meeting project deadlines and monetary goals. Handled sales to clients that prefer business to be handled exclusively over the phone, fax and email.

Business Science International, Englewood Cliffs, NJ, 11/93 - 01/99, Market Research Coordinator

- 1 Planned and implemented telephone market research projects.
- 2 Edited and coded surveys. Analyzed data to determine if quotas were met. Reported findings to upper management

Kay Bee Toys, New York, NY, 11/92-11/93, Assistant Manager

- 1 Retail management responsibilities included:
- 2 Recruitment and training;
- 3 Scheduling and customer service;
- 4 Store repairs and product returns.
- 5 Counting cash drawers
- 6 Bank runs

NY City Dept for the Aging, New York, NY, 11/88-6/89, Accountant

- 1 Conducted field and desk audits of senior centers under contract with NYC.
- 2 Prepared and presented reports of findings. Interacted with center personnel to develop action plans.
- 3 Communicate with supervisors to identify areas of non-compliance.

COMPUTER SKILLS

MS Excel * MS Access * MS Word * MS Internet Explorer * MS Powerpoint

EDUCATION

- 1 Bachelor of Science Degree in Accounting, New York Institute of Technology, June 1988

LEONARD P. DANIELS

590 West End Avenue, Apt# 3C
New York, NY 10024

lpd5903C@nyc.rr.com

SUMMARY: Highly creative, skillful and efficient Tax Preparer with profound experience preparing tax returns for individuals and small businesses.

SUMMARY OF QUALIFICATIONS:

- MS Excel
- MS Access
- MS Word
- MS Internet Explorer
- MS PowerPoint

EXPERIENCE

Self-employed

New York, NY 06/79-Present

Tax Preparer and Financial Consultant

- Compute taxes owed or overpaid, using adding machines or personal computers, and complete entries on forms, following tax form instructions and tax tables.
- Prepare or assist in preparing simple to complex tax returns for individuals or small businesses.
- Use all appropriate adjustments, deductions, and credits to keep clients' taxes to a minimum.
- Interview clients to obtain additional information on taxable income and deductible expenses and allowances.
- Review financial records such as income statements and documentation of expenditures to determine forms needed to prepare tax returns.
- Furnish taxpayers with sufficient information and advice to ensure correct tax form completion.
- Consult tax law handbooks or bulletins to determine procedures for preparation of atypical returns.
- Calculate form preparation fees according to return complexity and processing time required.
- Check data input or verify totals on forms prepared by others to detect errors in arithmetic, data entry, or procedures.

Royal Chemical INC.

Great Neck, NY, 10/04 - Present

Order Processing Representative

- Receive and process orders from customers, verify pricing, verify credit status, enter orders in the computer system.
- Performs sales order maintenance and related administrative functions; resolve client billing and eligibility issues.
- Assist in follow-up on quotes and maintain customer files.

CVS Pharmacy

New York, NY, 01/02-10/02

Sales Associate

- Duties included demonstrating outstanding customer service skills, meeting hourly selling and express credit goals, providing product knowledge to customers and working as part of a team to meet individual and store objectives.
- Display and supply stock work.

Slomins Shield

New York, NY, 01/99-01/00

Appointment Setter

- Maintained a fully booked appointment schedule for outside sales representatives, organized paperwork associated with those sales, handled and directed incoming client questions.
- Assisted team in meeting project deadlines and monetary goals. Handled sales to clients that prefer business to be handled exclusively over the phone, fax and email.

Business Science International

Englewood Cliffs, NJ, 11/93 - 01/99

Market Research Coordinator

- Planned and implemented telephone market research projects.
- Edited and coded surveys. Analyzed data to determine if quotas were met. Reported findings to upper management

Kay Bee Toys

New York, NY, 11/92-11/93

Assistant Manager

- Retail management responsibilities included:
- Recruitment and training

- Counting cash drawers
- Bank runs

NY City Dept for the Aging

New York, NY, 11/88-6/89

Accountant

- Conducted field and desk audits of senior centers under contract with NYC.
- Prepared and presented reports of findings. Interacted with center personnel to develop action plans.
- Communicate with supervisors to identify areas of non-compliance.

EDUCATION

Bachelor of Science Degree in Accounting, New York Institute of Technology

LEONARD P. DANIELS

590 WEST END AVENUE APT# 3C

NYC, NY 10024



I am career hunting and as you can see by my enclosed resume . My experience varies so if you give me an opportunity I can wear many different hats.

I thank You for your time and look forward to talking with and meeting with you to discuss a career opportunity.

Thanks so much for Your time,

Leonard P. Daniels

Borough Clerk

From: Joann Holland <jo.holland@verizon.net>
Sent: Tuesday, October 5, 2021 8:57 AM
To: Borough Clerk
Subject: Application for Account Clerk
Attachments: Borough of Milltown Employment Application.pdf; CMFO License.pdf; Brooklyn College - Bachelor of Science.pdf; Resume- Joann Holland.pdf

Mimi:

Good morning:

Attached, please find the following:

- Borough of Milltown signed Employment Application
- Resume
- CMFO License
- Brooklyn College Bachelor of Science Degree

I welcome the opportunity to apply for the *Full Time Account Clerk position*.

When you have a chance, please review the attachments and let me know what your ideas are.

Thank you,

Have a great day!

Joann Holland CMFO

Name of Supervisor _____

IV. Other Skills/ Proficiencies

Please check any programs in which you are proficient:

- | | | |
|--|---|---|
| ☒ Microsoft Word | ☒ Microsoft Excel | ☒ Microsoft Outlook |
| ☐ Microsoft Publisher | ☐ Microsoft Access | ☒ Edmunds |

Please list any other computer software programs in which you are proficient

V. References

(Please omit relatives)

- | | | |
|---|--------------------------------|-----------------------------|
| 1. Rupa Mitra | Friend | 3 years |
| <small>Name of Reference</small> | <small>Relation</small> | <small>Time Known</small> |
| 812 Cranbury Circle, East Brunswick, New Jersey 08816 | Microsoft Contracts Specialist | [REDACTED] |
| <small>Address of Reference</small> | <small>Position</small> | <small>Phone Number</small> |
| 2. Seema Thosar | Friend | >8 Years |
| <small>Name of Reference</small> | <small>Relation</small> | <small>Time Known</small> |
| Community Circle, Old Bridge, New Jersey 08857 | Pharmaceutical Technical | [REDACTED] |
| <small>Address of Reference</small> | <small>Position</small> | <small>Phone Number</small> |
| 3. | | |
| <small>Name of Reference</small> | <small>Relation</small> | <small>Time Known</small> |
| <small>Address of Reference</small> | <small>Position</small> | <small>Phone Number</small> |

VI. Personal Statement

Include your experience, talents or special interests, which in your estimation will contribute to your success in the position for which you are making an application

* Strong, dedicated, enthusiastic and hard working team player.

* Bachelors in Accounting, City University of New York at Brooklyn College

* Passed the CMFO exam and seeking municipal opportunities to utilize and offer my skillset.

* Communicate well in both verbal and written.

* Works well both independently and as a dedicated team member.

VII. Additional Items that may be submitted

- | | | |
|---|--|---|
| ☐ Cover Letter | ☒ Resume | ☐ Certificates of Completion under DCA Licensing |
| ☐ Certificates of Completion for Training Programs | ☐ Copies of Licenses Held | |

By signing this application you are affirming that all information provided is true and accurate.

Joann Holland
Signature

Joann Holland
Printed Name

10/5/21
Date



State of New Jersey
Department of Community Affairs



The
Division of Local Government Services
hereby certifies that

Joann T. Holland
62 Jean Court
Old Bridge, NJ 08857

is a

CERTIFIED MUNICIPAL FINANCE OFFICER

6/30/2020 to 6/30/2022

Valid

N-896

Certification #

Joann T. Holland
Signature of Registrant

Melanie R. Walter
Melanie R. Walter, Director

IN PURSUANCE OF THE AUTHORITY VESTED IN IT BY THE LAWS OF THE
STATE OF NEW YORK AND UPON THE RECOMMENDATION OF THE FACULTY OF

BROOKLYN COLLEGE

OF

THE CITY UNIVERSITY OF NEW YORK

THE BOARD OF TRUSTEES OF THE CITY UNIVERSITY OF NEW YORK CONFERS UPON

Joann T. Holland

WHO HAS COMPLETED THE REQUISITE COURSE OF STUDY THE DEGREE OF

BACHELOR OF SCIENCE

MAJOR IN ACCOUNTING

WITH ALL THE RIGHTS AND PRIVILEGES IMMUNITIES AND HONORS
THEREVNTO BELONGING AND IN TESTIMONY THEREOF IT GRANTS THIS
DIPLOMA SEALED WITH THE SEAL OF THE COLLEGE AT THE CITY

OF NEW YORK THIS FIRST DAY OF FEBRUARY NINETEEN HUNDRED

AND NINETY FIVE

Joseph P. Murphy
CHAIR OF THE BOARD

W. Ann Reynolds
CHANCELLOR OF THE UNIVERSITY



Vernon E. Lattin
PRESIDENT
OF BROOKLYN COLLEGE

Christopher Smith
PROVOST

JOANN HOLLAND

62 Jean Court
Old Bridge, NJ 08857

 Jo.Holland@verizon.net

I am passionate about my work, organized, and detail-oriented.

EDUCATION

Bachelors in Accounting, City University of NY at Brooklyn College
CMFO, Rutgers University

Skills and Abilities

Proficient in Microsoft Outlook, Excel, Word, Salesforce, Smartworks, VPRO

RELATED WORK EXPERIENCE

Team Associate | VOYA FINANCIAL ADVISORS | 2016 - Present

- Provide Administrative and compliance support to a team of registered stock brokers.
- Client resolution specialist.
- Collection and processing of advisors monthly Compliance Correspondence and Gift Logs.
- Assisted with annual compliance audit for advisors.
- Prepare client folders and presentations for meeting. Account summary, Snapshot report, Beneficiary review, TIAA TPA statements, Annual client contact form, and Risk Tolerance Questionnaire. ABP 401(a), 403(b), Rollovers.
- Data entry and blotter of all client financial transactions.
- Confirm client appointments, Calendar Management
- Reconcile all invoices.
- Screening all incoming calls

Administrative Associate | OLD BRIDGE SCHOOLS | 2014 - 2016

- Verify accuracy of all student pick-ups through identification and real-time parent portal.
- Assisted VP of Math Department with Excel spreadsheets.
- Assisted School Counselors to set up meetings with students and provide excellent student services.
- Coordinated Naviance college checklists for High School.

JOANN HOLLAND

62 Jean Court
Old Bridge, NJ 08857

Home: (732) 607-7750

Jo.Holland@verizon.net

Cell: (732) 607-7750

Court Clerk | OLD BRIDGE COURTS | 2013 - 2014

- Good organizational skills, Detail oriented, team worker.
- Performed a variety of clerical, administrative and quality customer service activities to support the Court Administrator.
- Served as the main point of contact for all police tickets, criminal files and court cases.

Finance Accountant | HELMETTA TOWNSHIP | 2012 - 2013

- General ledger records management, vendor reconciliations.
- Managed office communications for our municipalities for animal shelter reports, collections, and inquiries.
- Prepared monthly invoices for services performed in relation to the Helmetta animal shelter for ten municipalities.

Finance Accountant | ABERDEEN TOWNSHIP | 2011 - 2012

- Attended Budget committee meetings and reviewed pre-budget planning.
- Developed Excel formulas that calculated each Escrow Account's monthly interest and completed the bank reconciliations with interest and movement journal entries posted to the Edmunds General Ledger system.
- Processed Utility and Tax collections by preparing batches and posting these batches to the Edmunds General Ledger system.

Borough Clerk

From: Judi/Charlie Lenkey <crljtl@aol.com>
Sent: Tuesday, October 5, 2021 8:35 AM
To: Borough Clerk
Subject: Employment Application
Attachments: Application for employment.pdf; j Lenkey Resume v10-2021.docx

Mimi

I have completed the application for your Accounting clerk opening.

Thank you for your time.

Judi Lenkey



Borough of Milltown
39 Washington Ave.
Milltown, NJ 08850
(732)828-2100
clerk@milltownboro.com

Municipal Employment Application

Applicants who need an accommodation in the application or interview process are asked to make a request by contacting the Borough Of Milltown Clerk's Office

Title of Position Applying For: Accounting Clerk

Date Available for Employment Now

I. Personal Data

Name

Lenkey

Last Name

Judith

First Name

Middle Name

Address

7 William Street

Street Address

Apt/ Suite

Milltown

City

NJ

State

08850

Zip

Cell Phone [REDACTED]

Home Phone [REDACTED]

E-mail

CRLJTL@aol.com

Are you a United States Citizen or do you have an entry permit which allows you to lawfully work in the United States?

☒ Yes

☐ No

Are you 18 years of Age or Older?

☒ Yes

☐ No

II. Educational Preparation and/or Training

Please list High School, College, University or Trade School Completed. (List Most Recent First)

1. Franklin High School

Name of School

Somerset, NJ

Location of School

Business

Major

4

of Years Completed

Minor

☒ Yes

Type of Degree

☐ No

Did you Graduate?

2.

Name of School

Major

Minor

Type of Degree

☐ Yes

☐ No

Did you Graduate?

Location of School

of Years Completed

3.

Name of School

Major

Minor

Type of Degree

☐ Yes

☐ No

Did you Graduate?

Location of School

of Years Completed

III. Work History

1. Educational Testing Services

Name of Employer

Princeton, New Jersey

Address of Employer

Dean Micale

Name of Supervisor

03/2011

From (MM/YYYY)

8/2021

To (MM/YYYY)

Telephone #

Documentation Specialist

Position

Laid off

Reason for Leaving

Senior Manager Office of Quality

Title of Supervisor

2. Vertis Communications - Out of Business

Name of Employer

Rte #1, North Brunswick, NJ

Address of Employer

Joanne Moss

Name of Supervisor

1999

From (MM/YYYY)

2009

To (MM/YYYY)

n/a

Telephone #

Customer/Sales Assistant

Position

Laid Off

Reason for Leaving

Manager

Laid Off

Title of Supervisor

3.

Name of Employer

From (MM/YYYY)

To (MM/YYYY)

Telephone #

Address of Employer

Position

Reason for Leaving

Name of Supervisor

Title of Supervisor

IV. Other Skills/ Proficiencies

Please check any programs in which you are proficient:

- ☒ Microsoft Word ☐ Microsoft Excel ☒ Microsoft Outlook
☐ Microsoft Publisher ☐ Microsoft Access ☐ Edmunds

Please list any other computer software programs in which you are proficient

Powerpoint, Visio, Teams Adobe Acrobat Pro

V. References

(Please omit relatives)

- | | | |
|--|-------------------------|-----------------------------|
| 1. Annette Tureaud | associate | 25 years |
| <small>Name of Reference</small> | <small>Relation</small> | <small>Time Known</small> |
| 35 Ravenslake Road, Monroe Twp, NJ 08831 | Doc Specialist | [REDACTED] |
| <small>Address of Reference</small> | <small>Position</small> | <small>Phone Number</small> |
| 2. Fred Gomberg | Co-worker | 25 years |
| <small>Name of Reference</small> | <small>Relation</small> | <small>Time Known</small> |
| 3 Chatsworth Court, Lawrenceville, NJ | Real Estate salesman | [REDACTED] |
| <small>Address of Reference</small> | <small>Position</small> | <small>Phone Number</small> |
| 3. Joanne Moss | former boss | 25 years |
| <small>Name of Reference</small> | <small>Relation</small> | <small>Time Known</small> |
| 14 Treetops Drive, Monroe Twp, NJ | Dept Manager | [REDACTED] |
| <small>Address of Reference</small> | <small>Position</small> | <small>Phone Number</small> |

VI. Personal Statement

Include your experience, talents or special interests, which in your estimation will contribute to your success in the position for which you are making an application

see RESUME

VII. Additional Items that may be submitted

- ☐ Cover Letter ☒ Resume ☐ Certificates of Completion under DCA Licensing
☐ Certificates of Completion for Training Programs ☐ Copies of Licenses Held

By signing this application you are affirming that all information provided is true and accurate.

Signature	Judith Lenkey	6/5/2021
	Printed Name	Date

Judith Lenkey

Milltown, NJ 08850

• CRLJTL@aol.com

Enterprise Documentation Specialist with extensive knowledge of document control and document creation in compliance with Quality Management System, ISO and Accessibility standards. Exceptional interpersonal and communication skills, both written and verbally. Highlights:

- Meet or exceed SLA objectives
- Personalized Professional approach to customer service.
- Individual and group training skills
- Work collaboratively in a team environment

Technology Skills: *Microsoft Word, Excel, PowerPoint, Visio, Teams, Adobe Acrobat Pro*

WORK EXPERIENCE

Educational Testing Service (ETS) Princeton, NJ

2011 to 2021

Multi location employer with approximately 2,500 employees

Enterprise Documentation Specialist (Office of Quality)

Responsible for maintaining documents in the Quality Software Tool. Total documents maintained 8,000

- Provided oversight and coaching to each assigned area of responsibility to ensure consistency of documentation practices across the company.
- training employees on efficient documentation usage. Ensures documentation complies with established documentation system standards.
- Monitored onboarding of new staff in assigned areas. Assign appropriate training documents for new hires or dept transfers in order to meet business needs and provide evidence of competency on all procedures of the work area.
- Daily Use of Adobe Acrobat for the document processing. Convert to PDF and performed QC prior to document being released for public use ensuring document integrity.
- Proof Reading revised documents, ensuring the controlled documents were up-to-date and accurate.
- Prepare documents for internal and external QMS audits.
- Collaborated with team members for process improvements to the software tool used for storing documents.
- Provided technical support to assist users how to navigate the QMS document tool in order to complete assignments.

Additional Work experience

Vertis Communications - Fragrance Division, North Brunswick, NJ

Senior Fragrance Account Coordinator – Client Services – Print Sales Support

- Coordination and Management of multiple Fragrance and Cosmetic Print Programs (magazine inserts, catalog inserts, billing statements, scented direct mail, scented labels) for 3 major accounts with an annual sales volume of 15million+
- Coordination with Account Executives, internal departments, vendors and clients with the objective of meeting and surpassing client expectations.
- Supply all customer required materials such as schedules, oil requirements and templates for artwork.
- Attend on-site customer press approvals as required.
- Review, customize and approve invoices.
- Participate in ongoing internal quality audits as required.

High School Graduate

Additional Training: Career Central Technical School – PC Office Specialist

Borough Clerk

From: Ryan Paladino <rpaladino34@gmail.com>
Sent: Wednesday, September 29, 2021 1:33 PM
To: Borough Clerk
Subject: FULL TIME ACCOUNT CLERK JOB CODE 00001 - MILLTOWN BOROUGH.
Attachments: Ryan Paladino Resume_51021.pdf; PALADINO REFERENCES_082021.pdf

Dear Mimi:

As an accomplished project manager, I am seeking a career change to the public sector where I can utilize my decision making, management, and organizational skills. Over the years I've been successful in implementing best practices, development of communications, and project reporting to support business services and products. My expertise and experience include:

- Project Development
- Agency & Event Management
- Cross-Channel Communications
- Community Outreach Programs
- Database, Content & Compliance Management
- Critical Path Analysis & Scope Definition
- Social Media & Consumer Insight
- Business Case Assessment & Budget Control

I have managed a broad range of projects that have contributed to notable increases in production and services. A few of my achievements included: increasing the utilization of resources, creating best practices to develop shorter timelines to meet demands, reducing cost and improving project communications.

My skill set and experience would be well utilized in the Borough of Milltown. I am proficient in managing numerous projects over the past 10 years. I have excellent attention to detail and interpersonal skills. I am also a quick learner and willing to take on any challenge.

In addition to utilizing my skill set, I am considering new challenges to increase my professional development. Thank you for your time and consideration. I am looking forward to discussing how my background and skills match your needs.

Sincerely,

Ryan J. Paladino

Ryan J. Paladino

Ryan Paladino


rpaladino34@gmail.com

RYAN J. PALADINO

Somerville, NJ 08876

rpaladino34@gmail.com
www.linkedin.com/in/ryanpaladino

PROJECT MANAGER

Result driven project manager with excellent communication skills to organize, collaborate and expedite initiatives. Advanced levels of experience in project, event, vendor, product and operations management. Proficient at implementing successful campaigns, managing data bases, content, deadlines, and budgets. Ability to work with cross functional teams to streamline processes, achieve goals and increase revenues.

Areas of Expertise

- Research & Project Development
- Brand, Agency, & Event Management
- Cross-Channel Campaign Management
- Social Media & Consumer Insight Marketing
- CRM Database, Content & Compliance Management
- Critical Path Analysis, Analytics & Scope Definition
- Lifecycle Development & Quality Assurance
- Business Case Assessment & Budget Control

PROFESSIONAL EXPERIENCE

SYSO GUEST WORLDWIDE, Somerset, NJ

January 2019 - April 2020

Marketing Project Manager

Developed, managed, and analyzed product marketing department's strategic objectives across Guest Worldwide and each of its divisions. Implemented processes to ensure timelines, increase profit growth, develop competitive advantages, reduce expenses and detect and capitalize on opportunities available in the marketplace.

- Managed the development and execution of strategic plans for product marketing's segment growth. Partnered with cross functional members to support penetration of new markets, for over 30 different product lines.
- Developed marketing collateral and comparative analysis reports to support sales, product operations, with targeted marketing campaigns for product lines. Increased sales growth and brand recognition for over 20 brand projects that increased B2B and B2C sales revenue by 10% through retail trends, new innovations, market positioning, and communications.
- Introduced strategic communications for product lines, promoting green sustainability and cost reduction for properties. Created and managed campaigns that helped convert 15 hotel properties to new dispenser lines reducing their cost by 60%.
- Developed critical path analysis presenting proactive procedures to reduce delays and cost for product launches. Managed project planning methods and cycles for stakeholders that focused on identifying tasks and setting deadlines for 40 projects.
- Managed marketing requests, utilizing financial data, industry research and analytics to make strategic decisions. Improved stakeholder's ROI, budgets and goals by meeting supply and demand for 13 B2B clients.
- Project managed workflows, data imports, governance, and product data with external vendors and cross functional teams to develop an ecommerce product information management (PIM) system. Created best practices for teams and ensured taxonomy and product data was aligned for over 20,000 items to obtain website launch deadline.

JOHNSON & JOHNSON, Skillman, NJ

September 2017 - November 2018

Senior Marketing Project Manager (Consultant)

Managed the development and delivery of marketing strategies and projects for Johnson & Johnson's consumer division, developing marketing collateral, managing projects timelines, and ensuring brand initiatives.

- Managed pre-alignment marketing collateral approval process, enabling accurate and timely reviews for new product launches and campaigns. Decreased review cycles and duration time by 80%, and increased volume by 50% for over 125 projects.
- Directed project reviews, collaborating with cross functional departments to align and approve marketing collateral projects for RoC, Lubriderm, and Aveeno product lines. Increased 90% of right first-time content submissions by reducing errors using previously approved content and guardrails.
- Developed monthly metric reports using controlled data to track volume, cycles, duration, and approvals of projects. Identified methods to continuously save time and expedite the review process by creating work order and approval sign off forms.
- Coordinated brand strategy meetings with vendors to evaluate content and ensure submissions are reviewed and accurate. Provided support data and approved content for unified approvals that lowered project duration from 24 to 14 days or less.
- Managed status of projects, identifying time-sensitive materials throughout the approval process. Successfully managed timelines and approvals for new products and marketing campaigns involving the redesign of Aveeno and Rogaine websites.

TIAA, Hackensack, NJ

January 2016 – June 2017

Senior Marketing Project Manager (Consultant)

Project managed key strategic multi-faceted marketing and business brand group initiatives and events, supporting general business development for specific product lines.

- Developed marketing plans for specific products, services, and business lines. Trained team members by developing job aids and conducting weekly meetings on project procedures and workflows.
- Directed marketing objectives, and initiatives for money market reform projects, involving participant mailings. Assigned and scheduled over 200 mailings, ensuring deadlines, budgets and compliance approvals.
- Managed several internal team members projects and external vendors. Demonstrated the ability to manage team members, time lines, reports, and budgets managing up to 60 requests at a time.
- Coordinated with internal clients and vendors using various marketing and project management software. Processed and project managed participant mailings while creating reports for senior management using Case Manager.
- Presented complex, cross-functional initiatives to senior stakeholders. Assisted on three different projects cycles from development to delivery, working across several departments resolving time sensitive problems by creating best practices.

PORTFOLIO EVALUATIONS, INC., Warren, NJ

September 2013 – November 2015

Marketing Project Manager

Managed the operations, development and implementation of strategic marketing projects, campaigns and events. Directed all marketing efforts involving; customer relationship management (CRM) systems (Salesforce), data mining, analytics, sales analysis that improved profitability, public relations, social media, and marketing collateral.

METLIFE BANK, Morristown, NJ

September 2012 – July 2013

Marketing Project Manager

Managed the creation, production, and maintenance of MetLife Bank's marketing communications projects and events for reverse mortgages product lines. Responsibilities included managing marketing campaigns and communications, sponsorship events and vendor management.

ADDITIONAL RELEVANT EXPERIENCE

ING – Marketing Project Manager | Internal PMP and Six Sigma Certification

BLOOMBERG – CRM & Associate Marketing Manager | Internal Logistics and Print Production Certification

TECHNICAL SKILLS

Oracle PeopleSoft | Phocas | Aprimo | IBM Case Manager | Salesforce | Intuit QuickBase Project Manager | STARS | Concentrix | Microsoft Suite

EDUCATION

Bachelor of Science (BS), Marketing
Rider University, Lawrenceville, NJ

Ryan J. Paladino

120 North Bridge St. Somerville, NJ 08876

Home ([REDACTED]) rpaladino34@gmail.com

References

Greg Jovanovich

(Ex-Coworker at Johnson & Johnson)

SCHAWK 412-442-8295

Senior Onsite Manager

greg.jov@gmail.com

Cell [REDACTED]

Jason Ward

(Ex-Coworker Merrill Lynch)

Cell [REDACTED]

jason2.ward@bam1.com

jward451@gmail.com

William Zahne

(Ex-Coworker MetLife)

MetLife Bank

Marketing Analyst

Cell [REDACTED]

wzahne@yahoo.com

Dan Giegerich

(Ex-Coworker ING)

Hybird Wholesaler at Prudential

Cell [REDACTED]

daniel.giegerich@gmail.com

Ron Delorenzo

(Friend 20 years)

Lowes

Manager

Cell [REDACTED]

tucker3883@gmail.com

Greg Timpany

(Vendor at Portfolio Evaluations Inc.)

Senior Marketing Research Manager

Global Knowledge Training LLC

9000 Regency Pkwy #400, Cary, NC

27518

Phone: [REDACTED]

Gtimpany@mac.com

Sharon Smith

(Ex-Coworker Sysco Guest Worldwide)

Sysco Guest Worldwide

Product Manager

Cell [REDACTED]

Ashley Bellucci

(Ex-Supervisor Sysco Guest Worldwide)

Sysco Guest Worldwide

Director of Product Marketing

Cell [REDACTED]

Work [REDACTED]

abellucci@guestsupply.com

652 Hudson Ave, Port Monmouth NJ 07758

Debbie Coutts

(Friend 20 years)

8 Adams, Hainesport Township, NJ

08036

dlprincesspnut@verizon.net

Cell [REDACTED]

Elia Pelios

(Friend 15 years)

eliap@mac.com

Mobile [REDACTED]

750 Red Lion Way, Bridgewater, NJ

08807

Borough Clerk

From: Mukund Patel <patelabd1@yahoo.com>
Sent: Thursday, September 30, 2021 1:50 PM
To: Borough Clerk
Subject: Resume (Account clerk)
Attachments: Resume - County.docx; Reference Type.docx

Dear Ms.Mimi

I am interested in this position and I am submitting my resume and references, so please do the needful. Please see the attached file.

Thanking you
Mukund Patel

Mukund Patel

720, S New Road, Apt#1F, Absecon, NJ, 08201

 patelabdl@yahoo.com

QUALIFICATION SUMMARY:

- Knowledge about configuring and set up the new Cisco Routers and switches
- Strong working knowledge in troubleshooting network connectivity and analysis related to network printer and local area network access
- Experience in troubleshooting PC hardware & software
- Knowledge about internet, email, Microsoft word and excel
- Expert in cabling and operating systems

EXPERIENCE:

COMPANIES

- Borgata Hotel Casino & Spa 08/2013 – Present
- Bally's Casino 07/2007 – 2/2020

Poker Dealer

- Maintain the knowledge and skill necessary to perform the duties efficiently
- Provide prompt, accurate, and courteous service to players, utilizing the highest degree of technical skill in dealing while adhering to established standard policies and procedures
- Participates in all required duties necessary to maintain a high level of guest service and actively works to maintain cleanliness of the poker room without prompting
- Maintain the game i.e. read a winning hand, establish what the rake is, announce open seats, apply buttons (absent, small blind, big blind)
- Perform mathematical calculations; percentages to determine rake, etc
- Deals assigned games by delivering cards or assigned games pieces, determining winners and losers, collecting and paying bets
- Protects the integrity of games through observation and follows appropriate procedures. Reads, verifies and signs appropriate documents when necessary
- Open and close cash floats and game tables. Answer questions about game rules and Casino policies
- Reports any unusual situations to poker supervisor

Computer Technician

Om Agency Tech, Ahmedabad, INDIA

07/2004 – 08/2006

- Set up workstations with computers and necessary peripheral devices (routers, printers etc)
- Check computer hardware (HDD, mouses, keyboards etc.) to ensure functionality
- Ensure security and privacy of networks and computer systems
- Provide guidance to users on how to operate new software and computer equipment
- Organize and schedule upgrades and maintenance without deterring others from completing their work

- Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc)
- Installing and upgrading antivirus software to ensure security at the user level
- Establishing good relationships with all departments and colleagues
- Conducting daily backup operations and managing technical documentation

Plant Supervisor

Associated Aluminum Industries Pvt. Ltd, Silvassa, India

12/1998 - 06/2004

- Ensure smooth production line operations, which meet the plant's policies, procedures and production goals
- Responsible for shift schedule to include: work station assignments, employee training, employee breaks, overtime assignment, back-up for absent employees, and shift rotations
- Coordinate production startups, shutdowns, and changeovers
- Make adjustments as necessary during shift to produce product within specifications.
- Reject product outside of specifications
- Operate within standard operating procedures (SOP) and Job Safety Analysis
- Co-ordinates with other departments to ensure that the flow of production is maintained and communicate with the Plant Manager
- Responsible for employee safety and ensures that workplace safety standards are met
- Develop, update and maintain procedures and documentation for all Quality Systems
- Manage customer complaints regarding quality of the products
- Identifying cost control measures at various areas of manufacturing processes so as to attain better profitability with consistent quality
- Monitors quality of incoming raw materials and finished products by reviewing lab data
- Manage employee and manage production activities, emphasizing on quality parameters & committed to manufacture and supply the quality products
- Generating all reports of inventory ledger like daily activity report
- Checkout final product is as per the ISO standard or not

Office Assistant

Adani Supermarket, India

12/1995 - 11/1998

- Performing basic office tasks, including answering phones, responding to emails, processing mail, filing, etc
- Maintains accounting records by making copies and filing documents
- Reconciles bank statements by comparing statements with the general ledger.
- Maintains accounting databases by entering data into the computer
- Collect, count, and disburse money, do basic bookkeeping and complete banking transactions
- Compile, copy, sort, and file records of office activities, business transactions, sort and forward incoming mail and emails, and prepare and send outgoing mail(envelop, packages, etc.), and other activities
- Compute, record, and proofread data and other information, such as records or reports
- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer

- Operate office equipments, such as computer, calculator, photocopiers and scanners; fax machines, voice mail systems and personal computers
- Communicate with customers, employees, and other individuals to answer questions
- Answer telephones, direct calls and take messages
- Receives and inspects all incoming materials and reconciles with purchase orders
- Verifies materials received against purchase orders, by counting or weighing the materials, and inspection, to comply with specifications
- Checking the damaged material at time of receipt and unloading deliveries safely in the correct areas
- To handle day to day stock, spares and inventory, to keep computerized records.
- Maintains record of approved document
- Maintain stock levels and establish the minimum stock level based on the consumption of items

EDUCATION:

- Per Scholas – Technical Training. Philadelphia, USA
- Bachelor of Science, Gujarat University, INDIA

Kristen Harnish

Sayreville, NJ 08872 | E: kharnish2015@gmail.com 

Dear Ms. Marlor:

It is with great interest that I am forwarding my résumé for consideration as a Account Clerk. With a wide breadth of experience encompassing personnel management, development of training programs, and operational administration, I am confident that I would be a major asset within your organization.

My career accomplishments, as attested by the enclosed résumé, are results of my diverse background and and diverse roles within Middlesex County Utilities Authority. Additionally, I underwent Human Resources Management Certification, along with my bachelor's degree in Marketing Communications. These credentials have provided me with numerous opportunities to work alongside other professionals in dealing with training and development and operations management honed from extensive exposure to public and private settings.

To familiarize you with some of my qualifications, here are some of the abilities that I could bring to your organization:

- Administered key functions in the AR process such as processing and depositing checks, security account withdrawals, creating charges, crediting accounts, preparing monthly billing statement, booking journal entries and performing account reconciliations.
- Adeptness in coordinating priorities and resources between multiple projects while preparing and updating status updates for senior leadership; as well as mitigating risk by identifying, escalating, and resolving issues across multiple delivery groups and/or projects.
- Articulate written and verbal communication skills in interacting and collaborating with individuals at all levels.
- Technical proficiency in utilizing various computer programs and applications such as Edmunds and Unicorn HRO.

My résumé could only go so far in detailing what I could bring to your organization. This is why I believe it would serve us best to meet personally, in an interview, to discuss your needs and how my skills, expertise, and experience could contribute to your bottom line.

Thank you for your time and I look forward to our conversation.

Sincerely,

Kristen Harnish

Enclosure: Résumé

Kristen Harnish
40 Hillside Ave
Sayreville, NJ 08872
kharnish2015@gmail.com
[REDACTED]

REFERENCES:

Jeanne Facendo
Benefits Coordinator
Middlesex County Utilities Authority
2571 Main Street Extension
Sayreville, NJ 08872
jfacendo@mcua.com
[REDACTED]

Relationship: Professional relationship with Jeanne at Middlesex County Utilities Authority since 2019.

Gabriella Perrotta
Administrative Assistant
The KRE Group
485 Marin Blvd
Jersey City, NJ 07302
gperrotta@thekregroup.com
[REDACTED]

Relationship: Professional relationship with Gabriella at The KRE Group since 2016.

Christine Perrini
Manager, Digital Growth Analytics
Gannett
3601 State Route 66
Neptune, NJ 07753
cperrini@gannett.com
[REDACTED]

Relationship: Professional relationship with Christine at Gannett since 2014.



Borough of Milltown
39 Washington Ave.
Milltown, NJ 08850
(732)828-2100
clerk@milltownboro.com

Milltown Borough Municipal Clerk

Municipal Employment Application

Applicants who need an accommodation in the application or interview process are asked
SEP 20 2021 to make a request by contacting the Borough Of Milltown Clerk's Office

Title of Position Applying For: Full Time Account Clerk

Received Date Available for Employment Earliest Convenience

I. Personal Data

Name Harnish Last Name Kristen First Name Marie Middle Name
Address 40 Hillside Ave Street Address Sayreville City NJ State 08872 Zip

Cell Phone [REDACTED] Home Phone [REDACTED] E-mail kharnish2015@gmail.com

Are you a United States Citizen or do you have an entry permit which allows you to lawfully work in the United States? ☒ Yes ☐ No

Are you 18 years of Age or Older? ☒ Yes ☐ No

II. Educational Preparation and/or Training

Please list High School, College, University or Trade School Completed. (List Most Recent First)

1. South River High School
Name of School South River, NJ 08882 Location of School
Major 4 Minor ☒ Yes ☐ No
of Years Completed 4 Did you Graduate? ☐ No
Diploma
2. Berkeley College
Name of School Rahway, NJ 07095 Location of School
Major 4 Minor ☒ Yes ☐ No
of Years Completed 4 Did you Graduate? ☐ No
Diploma
3. Middlesex County College
Name of School Edison, NJ 08837 Location of School
Major 4 Minor ☐ Yes ☐ No
of Years Completed 4 Did you Graduate? ☐ No
Certificate

III. Work History

1. Middlesex County Utilities Authority
Name of Employer 2571 Main Street Extension Sayreville, NJ 08872 Address of Employer
Matthew Wiater
Name of Supervisor
03/209 From (MM/YYYY) Present To (MM/YYYY) Telephone # [REDACTED]
Training & Development Specialist
Position HR Manager Reason for Leaving
Title of Supervisor
2. The KRE Group
Name of Employer 485 Marin Blvd Jersey City, NJ 07302 Address of Employer
Sunita Patel
Name of Supervisor
12/2016 From (MM/YYYY) 03/2019 To (MM/YYYY) Telephone # [REDACTED]
Accounts Receivable Associate
Position Supervisor Reason for Leaving
Title of Supervisor
3. FirstService Residential
Name of Employer 622 3rd Ave 15 Fl New York, NY 10017 Address of Employer
Samantha Pacheco
Name of Supervisor
11/2015 From (MM/YYYY) 12/2016 To (MM/YYYY) Telephone # [REDACTED]
Accounts Receivable Supervisor
Position AR Supervisor Reason for Leaving
Title of Supervisor

IV. Other Skills/ Proficiencies

Please check any programs in which you are proficient:

- | | | |
|--|--|---|
| ☒ Microsoft Word | ☒ Microsoft Excel | ☒ Microsoft Outlook |
| ☐ Microsoft Publisher | ☒ Microsoft Access | ☒ Edmunds |

Please list any other computer software programs in which you are proficient

Unicorn HRO, Adobe Creative Suite, Adobe Acrobat Pro DC, Yardi, WordPress.

V. References

(Please omit relatives)

- | | | |
|---|-----------------------------------|--------------|
| 1. Jeanne Facendo | Professional | Since 2019 |
| Name of Reference | Relation | Time Known |
| 2571 Main Street Extension Sayreville, NJ 08872 | Benefits Coordinator/Finance | [REDACTED] |
| Address of Reference | Position | Phone Number |
| 2. Gabriella Perrotta | Professional | Since 2016 |
| Name of Reference | Relation | Time Known |
| 485 Marin Blvd Jersey City, NJ 07302 | Administrative Assistant | [REDACTED] |
| Address of Reference | Position | Phone Number |
| 3. Christine Perrini | Professional | Since 2016 |
| Name of Reference | Relation | Time Known |
| 3601 State Route 66 Neptune, NJ 07753 | Manager, Digital Growth Analytics | [REDACTED] |
| Address of Reference | Position | Phone Number |

VI. Personal Statement

Include your experience, talents or special interests, which in your estimation will contribute to your success in the position for which you are making an application

Wide range of experience ranging from personnel management, development of training programs, and operational administration. In my previous jobs, I worked in the Accounts Receivable department for two property management companies. My essential duties consisted of processing and depositing checks, security deposit withdrawals, creating charges, crediting accounts, preparing monthly billing, booking journal entries and performing account reconciliations. I also have experience with payroll and currently use Edmunds and Unicorn HRO in my current position at the Middlesex County Utilities Authority.

VII. Additional Items that may be submitted

- | | | |
|---|--|---|
| ☒ Cover Letter | ☒ Resume | ☐ Certificates of Completion under DCA Licensing |
| ☐ Certificates of Completion for Training Programs | ☐ Copies of Licenses Held | |

By signing this application you are affirming that all information provided is true and accurate.

<u>Kristen Harnish</u>	<u>Kristen Harnish</u>	<u>9/28/2021</u>
Signature	Printed Name	Date

Kristen Harnish

Sayreville, NJ 08872 | E: kharnish2015@gmail.com 

TRAINING & DEVELOPMENT SPECIALIST

Proven record of success in delivering leadership and development to various organizations to achieve measurable results.

Proactive and performance-driven professional, offering brand-based background in training and development, as well as operations management honed from extensive exposure to various public and private sectors.

Adept at conceptualizing and implementing comprehensive training and professional development solutions for all levels of professionals to boost their knowledge, skills, and proficiency. Skilled at identifying new opportunities to streamline the training process and enhance the overall performance. Efficient at contributing to the creation of operational programs for the staff in alignment with organizational strategies. Articulate communicator with a naturally personable attitude; capable of establishing intuitive connections with diverse individuals.

LEADERSHIP & TECHNICAL COMPETENCIES

CLIENT RELATIONS AND SERVICES | RAPID CONFLICT RESOLUTION | STAFF TRAINING | CAREER DEVELOPMENT
PROCESS EVALUATION | WORKFLOW IMPROVEMENT | LEADERSHIP AND CROSS-FUNCTIONAL COLLABORATION

Technology: Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint) | Microsoft Teams
WordPress | Yardi | Edmunds | Unicorn HRO | Adobe Acrobat Pro DC | Adobe Creative Suite (InDesign and Photoshop)

PROFESSIONAL EXPERIENCE

MIDDLESEX COUNTY UTILITIES AUTHORITY, Sayreville, NJ

Training & Development Specialist

Mar 2019 – Present

Develop and implement comprehensive workforce training programs tailored to meet the needs of the management and individuals aiming to increase their knowledge and skill levels. Manage the proper recording and documentation of training and development activities, including attendance, test results, and refresher training.

- Apply necessary modifications to training programs based on participant's feedback gathered through multiple sources.
- Utilize clear and concise verbal/written communication skills to facilitate training and development programs for community relations with local host municipalities to provide pertinent information to the public on the institutions' vision and mission.
- Deliver training through a wide variety of multimedia training platforms and innovative methods with ownership of expanding the institution's presence by creating engaging content through the MCUA's social media accounts.
- Create and execute monthly community outreach materials, newsletters, articles and press releases.

THE KRE GROUP, Jersey City, NJ

Accounts Receivable Associate

De 2016 – Mar 2019

Administered key functions, such as processing checks and security withdrawals, creating charges, crediting accounts, preparing monthly billing, opening sub-account for security, and booking journal entries for precise reconciliations as part of the management of 7-rental properties consisting of 2,400 units.

- Orchestrated the end-to-end process of accounts receivable (AR) for customer billing and cash receipt processing for seven rental properties, ensuring timely completion and accuracy.
- Provided pertinent information to the chief operating officer (COO) and chief financial officer (CFO) to keep them updated on project status on a daily basis.
- Presided over the training of staff from all levels on new procedures and the proper utilization of internal software.

- Administered proper reconciliation of all operating and security accounts on a monthly basis to meet reporting deadlines to partners.
- Identified and provided resolution to account issues in a timely manner by coordinating with property managers and tenants.

FIRSTSERVICE RESIDENTIAL, New York, NY

Accounts Receivable Supervisor – Rental Division

Nov 2015 – Dec 2016

Oversaw all accounts receivable activities and operations in the Rental Division. Performed a wide range of tasks that included processing invoices and ensuring timely payment of tenant charges for various New York City rental buildings. Built and strengthened relationships with tenants and management.

- Guaranteed accurate reporting of cash management of properties in close collaboration with Property Management, Financial Analysts, and the Accounts Payable teams.
- Displayed strong command in utilizing Yardi and other accounting software to post tenant/miscellaneous checks.
- Rendered effectual assistance with answering emails and depositing checks daily, as well as processing all automated clearing house (ACH) returns and returning all security deposits to tenants for 60 days.

GANNETT Neptune, NJ

Sales Specialist – Consumer Sales & Marketing

Aug 2014 – Nov 2015

Developed and implemented sales and marketing programs, campaigns, and new acquisitions in collaboration with internal sales partners through traditional and non-traditional channels based on market trends to achieve revenue goals and drive content subscription sales, retention, and loyalty across three properties in New Jersey.

- Drove key initiatives that involved launching of non-traditional efforts that boosted digital subscriptions by 78% year-over-year (YoY), as well as new techniques that reinforced sales channels and bridged the gap from YoY variances.
- Expertly handled a monthly budget of \$100K+ for six properties in New Jersey and New York, while developing financial operating models to achieve forecasting financial results.
- Communicated with the Assistant Director to coordinate weekly budget and forecast variance explanations and reporting forecast changes.
- Fulfilled administrative activities, such as month-end summaries, capital expense budgets, invoice reconciliation, and forecasting, along with contract negotiations and media buys for print and digital products.

EDUCATION/PROFESSIONAL DEVELOPMENT

B.S. in Marketing Communications, Berkeley College, Woodbridge, NJ

President's List & Dean's List (all semesters) - GPA: 3.5

Human Resources Management Certification, Middlesex College, Edison, NJ