**[Executive Assistant Project Coordinator](https://www.postjobfree.com/resume/ad08fw/executive-assistant-rensselaer-ny)**

**Location:**Rensselaer, NY

**Posted:**November 17, 2023

**Contact Info:**

lisamarie9267@gmail.com

914-514-0116

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**Resume:**

LIZA MARIE JOSEPH

1 Short Court Hopewell Junction, NY 12433

lisamarie9267@gmail.com Cell: 914.514.0116

PROFESSIONAL EXPERIENCE

Restaurant Associates @ Google, New York, NY Jan 2016- Present Senior Cafe Manager

● Hire, supervise, train and coach hourly associates.

● Plan, market and execute special events and promotions in the cafe

● Ensure compliance with proper sanitation and cleaning standards

● Operate within the budget and identify new ways to improve the business

● Manage cafe operations, ad hoc projects

Project Coordinator to Google Food Program Managers Apr 2015- Jan 2016

● Expense reports, Travel for Food Team

● Onboarding all hourly employees

● Ordered Uniforms for 300 + employees

● Set up events and training classes for all employees

● Communicated with vendors and events team to set up holiday party for 300

● Invoicing and Inventory for multiple departments

● Worked on Student program/ best buddy with MTV

Forest Laboratories Inc./ Actavis New York, NY March 2012 - Apr 2015 Marketing Assistant

● Responsible for managing daily administrative activities for managers within the brand product management team.

● Manage complex calendar, domestic and international travel arrangements, prepare expense reports and powerpoint presentations.

● Interact and communicate effectively with senior executives.

● Attended national product launches and company meetings around launch logistics. Nomura Securities New York, NY Aug 2011 - Feb 2012 Executive Assistant

● Arranged domestic and international travel reservations for managing directors

● Complete a wide variety of executive secretarial and administrative duties as required by daily operations such as expensive reports, budget reports, SAP and Concur.

● Conduct research, compile data and prepare reports for consideration by executives.

● Responsible for managing all executive level administrative tasks such as conference call and meetings. Westwood Partners New York, NY Aug 2010 - Feb 2011 Executive Assistant

● Provide support to three managing partners including scheduling and coordinating meetings, interviews, appointments, events for supervisors, travel and lodging arrangements.

● Liaise between internal departments to ensure proper communications and reporting practices.

● Process managing partners monthly expense reports with corresponding documents. Mercator Risk Services, Inc./ Sharebridge Private Equity New York, NY Apr 2006 - Mar 2010 Executive Assistant

● Provided administrative support to the CEO and managing partners.

● Extensive international and domestic travel arrangements and itineraries.

● Handled scheduling of calendars, prepared expense reports and budgets.

● Participated in the placement process, analyzed and compared quotes, developed and delivered binders, and developed policies business renewals.

● Maintained database, managed, monitored financial transactions and invoices. Atlantic Risk Specialists Inc. - Capacity Coverage Mahwah, NJ Apr 2003 - Mar 2006 Account Executive

● Participated in programs division, underwriting and brokerage sales.

● Increased electronic policy issuance by reducing error rate.

● Developed an extensive knowledge of on-line rating system. Prepared binders, invoices, endorsements, policies, compliance, quotes, and recommendation letters. EDUCATION

Rutgers University, North Brunswick, New Jersey

Bachelor of Science in Business Management with a minor in Spanish SKILLS

GSuite, SAP, Concur, GEMS.