**[Office Operations Customer Service](https://www.postjobfree.com/resume/ad0olq/office-operations-customer-uniondale-ny)**

**Location:**Uniondale, NY

**Posted:**October 28, 2023

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**Resume:**

STEFANIE PALEVSKY

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CAREER OVERVIEW

Professional with excellent research, time management and problem-solving skills. Detail-oriented with strong technical skills and ability to learn concepts quickly. Communicates professionally and effectively to build strong customer relationships. A strong team builder and natural leader who enjoys being a part of a driven team. SKILLS

Microsoft Excel/Word, AS/400,A2000, N41, Simparel, New York Notary EMPLOYMENT HISTORY

New York City Winsupply, Garden City Park, NY November 2017- August 2023 Office Manager

Oversees billing and accounts payable for office with annual sales of $9,600,000

Manages client accounts with sales of up to $4,000,000 annually

Processes sales orders, invoices, and order confirmations

Ensures client accounts are paid and up to date

Ensures warehouse is appropriately stocked, completing monthly and yearly reconciliation of all inventory

Manages office operations and ensures compliance with corporate policies and procedures

Provides superior customer service to existing and potential clients, responding to inquiries, providing information, and addressing concerns

Assist with product purchasing from vendors, vendor support and product pricing maintenance Ikeddi Enterprises, Wholesale Junior, Girls, Missy Apparel, New York, NY July 2016 – June 2017 Executive Sales Assistant to Showroom Manager

Handling various retail accounts

Create and print catalogs for meetings; prepare and setup for meetings

Communicate directly with buyers and assistants’ requests

Analyze contracts to make sure they match bulk orders in system

Prepare UPC codes and item SKU codes for retail accounts

Coordinate the setup of content and items- track and report business performance

Follow up to date merchandising and apply it to the execution and improvement of company

Work closely with buyers and showroom team to monitor performance and pattern development

Assist in developing marketing strategies

Provide apparel specifications to private label buyers

Create presentation boards to most efficiently display the product to the buying team Squeeze Jeans-Maran Inc., Wholesale Women’s Apparel, New York, NY September 2015 – July 2016 Senior Sales Assistant to the Vice President of Sales

Worked closely with the sales team, assisted with market efforts

Handled customer orders for JC Penney, TJ Maxx, Marshalls, Ross, Bealls, Burlington, and TK Maxx

Updated inventory reports and maintained open to sell sheets in a detailed Excel/Word format

Organized best seller spreadsheets and stayed up to date on trends in the market

Provided outstanding customer service and worked as a liaison to maintain customer relationships with buyers

Organized merchandise by season and delivery date; prepared lines for customer appointments

Assisted sales team with special projects as needed

Provided the vice president of the company with administrative support when necessary

Collaborated with key buyers and vendors to communicate optimal fit, trim, and quality specifics

Ensured that products appeared in right store and or website at the correct price and quantity

Worked closely with buying teams to forecast trends and monitor performance

Monitored stock movement

Baltic Linen Company, Lake Success, NY March 2014 – September 2015 Administrative Assistant, Import Department

Managed inventory including receiving of goods into three public warehouses on AS/400 System

Collected, prepared, and distributed documentation to customs brokers Customer Service Representative, Home Fashions

Customer/Salesman liaison for retail division involving all aspects of purchase order fulfillment, order entry, allocation of inventory, customer inquiry and monitoring of backorders and release of product Chase Construction, Long Island City, NY July 2006 – February 2014 Administrative Assistant

Organized office, prepared work schedules, supervised work progress and administered payroll

Answered telephone and scheduled appointments

EDUCATION

Hofstra University, Hempstead NY May 2005

B.A. Interdisciplinary Studies/Psychology