**[Administrative Assistant Customer Service](https://www.postjobfree.com/resume/ad1p66/administrative-assistant-west-orange-nj)**

**Location:**West Orange, NJ

**Posted:**December 05, 2023

**Contact Info:**

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**Resume:**

Rene Walker

West Orange, New Jersey 07052 (917)-687- 3896 ren.stacey97@yahoo.com

SUMMARY

An aptitude for setting realistic goals, delegating responsibility, and following projects through to completion.

Excellent organization and time management skills, able to meet core deadlines and work on multiple tasks.

The ability to work in a group setting or individually.

Looking to develop in an environment, where my practical experience can be combined with my professional and educational background.

QUALIFICATION HIGHLIGHTS

Operations Management Inventory Management Executive Support

Communication Time Management Sales Professional

Project Management Customer Service Conflict Resolution

RELEVANT EXPERIENCE

Bed, Bath & Beyond Corporate, Union, NJ 9/2019- 7/2023

Administrative Assistant

Balanced the needs of multiple customers simultaneously in a fast-paced retail environment.

Maintained visually appealing and effective displays for entire store.

Coordinate and manage executive calendars, meetings, and travel arrangements.

Draft and edit internal and external communications, including emails, memos, and reports.

Organize and maintain office files, ensuring easy retrieval of information.

Respond to phone calls and emails, providing information and resolving inquiries.

Assist in event planning and coordination of office activities.

Baby & Me Maternity Concierge, Montclair, NJ 7/2017 – 11/2019

Project Manager / Executive Assistant

Provided executive level support to founder

Managed all calendar entries

Answered and screened high volume of incoming calls

Handled all client/visitor needs, including: scheduling, hospital tours and requests

Researched maternity products

Planned and managed events and tradeshow

Hansley-McLaurin & Associates, LLC Montclair, NJ 1/2016-7/2017

Receptionist/ Clerical Assistant (part-time)

Greeted clients and visitors

Handled incoming calls, emails and other communications

Handled inquiries and incoming work requests

Mail pickup at P.O, sort and distribute mail, FedEx, UPS, DHL

Created, maintained, and entered information into databases

Performed general office clerk duties and errands

SKILLS

Windows, Microsoft Office - MS Word, Excel, PowerPoint and Outlook, skilled in retail operations,

exceptional communication skills, strong problem-solving aptitude

EDUCATION

Crosby High School, Waterbury, Connecticut Diploma Earned