**[Data Entry Administrative Assistant](https://www.postjobfree.com/resume/ad07p7/data-entry-administrative-troy-ny)**

**Location:**Troy, NY

**Posted:**November 16, 2023

**Contact Info:**

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**Resume:**

LISA BURNICHE

CONTACT

518-857-5239

LisaBurniche@aol.com

PROFILE

CONSTRUCTION ADMINISTRATIVE ASSISTANT

Providing administrative duties to companies in the construction industry.

Proficient with duties assigned by owners and office manager.

Support in its entirety the construction management team.

Point of contact for vendors and subcontractors.

Purchasing.

Payroll.

Accounting.

Facilitator for OSHA compliance and education.

Hospitality and entertainment.

SKILLS

ACCOUNTING

DATA ENTRY

ADMINISTRATION

APPOINTMENT SETTER

HOSPITALITY

TRANSCRIPTION

EXPERIENCE

2014-2020

B C Flynn Contracting at Global Foundries Malta NY

2011-2014

Global Foundries Malta NY

2003-2011

Dees and Dees Accounting, Port Charlotte, NY

2000-2003

NYS Taxation and Finance

New York State Licensed Agent for Life and Health Insurance

EDUCATION

Waterford Halfmoon HS

Schenectady Community College