

Michelle Andria

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SUMMARY

Innovative and results-oriented professional with extensive administrative management, project management, marketing, office administration and client services experience looking to obtain a rewarding career opportunity with a progressive and dynamic organization. Strong ability to execute a wide range of administrative management and support duties designed to streamline daily processes and increase efficiency. Proficient in multi-tasking in high stress fast-paced environments demanding strong interpersonal skills. Strengths include;

- **Administrative Management**
- **Travel & Tourism**
- **Marketing & Advertising**
- **Accounting & Finance**
- **Staff Training & Development**
- **Client & Customer Services**

PROFESSIONAL EXPERIENCE

Triton Industries, Inc. **Miami, FL** **2002 - Present**
OFFICE MANAGER

- Manage and oversee the daily operations and activities of company administrative office and staff.
- Execute various financial accounting duties including the processing and logging of account receivables and payables, invoicing, weekly utility bills, and payroll on a daily basis.
- Oversee the administration of payroll liabilities, child support garnishments, yearly taxes and Worker's Compensation.
- Ensure all heavy equipment, trucks and trailers were properly registered and insured.
- Create and prepare a variety of materials including letters, memoranda, confidential reports, spreadsheets and other correspondence.
- Handle and address problems of diverse scopes requiring independent judgment to resolve day-to-day issues.
- Assist in the performance and completion of special projects as necessary complete projects accurately.
- Perform general administrative duties including data entry, filing, data compilation and analysis, reporting directly to the President of the Company.

Tricom Pictures **Pompano Beach, FL** **1997 - 2001**
RESEARCH MANAGER (1999 – 2001)

- Managed the generation and tracking of sales leads for company buyers and account representatives in order to increase company revues for the National Shopping Club television series.
- Managed and oversaw the daily tasks and activities of all new hire and temporary help as needed.
- Coordinated and facilitated the training and development of all new hires.
- Created and maintained weekly sales reports and Media Kits.
- Assisted with general office duties including data entry, filing and various other administrative tasks.
- Presented corporate account representatives with Fortune 1000 business leads for television production company.
- Generated leads for Associate Producers within the company to assist in creative content for a business television show.

DIRECTOR OF RESEARCH (1997 – 1999)

- Managed and oversaw the daily activities and tasks of two associates and temporary help as needed.
- Prepared sales leads, researched consumer companies, and their products for over 25 buyers.

- Assisted with the creation and implementation of marketing materials that included attending trade shows and special events.
- Consolidated reports and performed general office duties including data entry and filing.

Rockwell ~ Allen Bradley **New York, NY** **1990 - 1997**
OFFICE MANAGER/ADMINISTRATIVE ASSISTANT

- Maintained and updated subsidiary accounts by verifying, allocating and posting transactions.
- Performed data entry, filing and the creation of various types of documents, confidential reports, correspondence, and inter-office updates.
- Assisted in the creation development and delivery of innovative advertising materials, collateral and campaigns.
- Evaluated, analyzed and compiled marketing data as well as track all marketing leads.
- Handled and addressed all incoming calls and correspondence via multiple phone lines, fax, and email.
- Managed and maintained calendar of appointments, conferences, meetings, and events.
- Performed the research and booking of travel arrangements, including hotel and transportation, both nationally and internationally.
- Maintained and updated database and account information on a daily basis.
- Received, organized and distributed incoming mail as well as process all outgoing mail and packages.
- Managed, organized and maintained filing system.

EDUCATION

ASSOCIATE OF APPLIED SCIENCE ~ TRAVEL & TOURISM
ASSOCIATE OF APPLIED SCIENCE ~ ADMINISTRATIVE BUSINESS
Herkimer County Community College **Herkimer, NY** **1992**

Computer Literacy: Proficient and knowledgeable in the use of various software applications including Microsoft Office (Word, Excel, Outlook, PowerPoint, Internet Explorer) WordPerfect, QuickBooks, Formulator, Infinitime, Remote Plus, ACT, Groove, and Goldmine.

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