

OFFICE MANAGEMENT

Provide structure and stability through actionable knowledge and a quality-oriented focus

High performance and organized Office Manager with over 14 years experience managing office for major corporations, 12 of those were within the energy industry. Expertise in all aspects of accounts receivable, documentation management, and human resources while redesigning administrative processes to streamline functions, eliminate redundancy, and expedite workflow. *Highlights of my skills include:*

- ✓ Policy & Regulation Compliance
- ✓ Accounts Receivable & Invoicing
- ✓ Revenue Tracking & Accuracy
- ✓ Staff & Vendor Management
- ✓ Human Resources & Staff Training
- ✓ Documentation & Records Management

CAREER SUMMARY

SHORE ENERGY BROKERS, LLC, Hackensack, NJ 2006 to Present

Office Manager

Brought onboard to manage all aspects of office operations for this energy brokerage firm. Create and send out invoices to over 100 clients monthly. Maintain all accounts receivable, tracking revenue from clients with monthly invoices **totaling \$200,000-\$300,000 per month**. Resolve any client invoice discrepancies. Set up all new hires for payroll and health insurance. Maintained a database of commodity products, gas, crude oil, and power deals.

- Collaborate with entry system developer **to ensure power off-peak and on-peak hours** are calculated correctly in the system.
- **Worked closely with funding company**, maintaining revenue is received by wire or check and applied to correct client.
- **Review and submit all gas, power and crude oil confirmations** to stay compliant with industry standards

JFF Capital, New York, NY 2005 to 2006

Office Manager

Hired to assist traders with entering trades into the trading system at this investment firm. Reviewed trades daily and checked for accuracy. Monitored daily activities of office.

- **Tracked deals and confirmations with trading companies** with Power, SO2 and CO2 emission trades.

TULLET PREBON, NY/NJ (*Natsource and Prebon's gas and power division was purchased by Tullett in 2004*) 2004 to 2005

EnergyKing, New York, NY 1997 to 2004

Back Office Administrator/Contract Administrator

Promoted within one year of hire to supervise data entry operators for this energy brokerage firm. Hire and train all new operators to meet company standards. Processed and printed monthly billing invoices and the company's quarterly revenue data for principles of the firm for bonus distribution.

- **Managed and resolved confirmation discrepancies** through phone and e-mail correspondence.
- Maintained remote website access for customers upon request

VOLT VIEWTECH, New York, NY 1995 to 1997

Financial Quality Control Specialist

Assisted in the application review in accordance with an administrative contract with the City of New York to issue **rebate checks to approx. 1.3 million home owners**. Performed accounts payable. Nighttime Data Entry Supervisor.

EDUCATION

Accounting, LEHMAN COLLEGE ✧ **Certificate of Completion**, BLAKE BUSINESS SCHOOL