

ADRIANNE PEREZ

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PROFESSIONAL PROFILE

As an expert administrative professional with 10+ years in business operations management and administration I look to contribute an advanced knowhow of operations development and running day-to-day as an associate manager assisting in the seaming of operations. I believe an extra hand, such as myself, can aid in smoothing the streamline course of organizational goals being pursued and ensure a solidified profit margin.

SKILLS & ABILITIES

- Full professional proficiency in: MS Word, Excel, Outlook, Windows and Mac OS X
- Scheduling
- Telephone and Front Desk Reception
- Filing Database and Records
- Management
- Executive & Administrative Support
- Expert Customer Service

EXPERIENCE

Night Manager | Sunglass Hut | Elizabeth, NJ Oct. 2018–
Present

- Oversee 1-4 associates in daily operations through closing
- Register counting, deposits
- Run and interpret nightly reports to obtain sales information

Operations Manager | Andy's Modern Market | Jersey City, NJ Jul.
2009–Sept. 2018

- Managed payroll for 6 employees
- Maintained scheduling for operations efficiency and maximum productivity
- Served as the Point of contact for scheduling and planning large catering parties
- Coordinated logistics for catering deliveries in congruence with the expected party date

Secretary | Tanzer Sprinklers | River Edge, NJ Oct. 2009–
Oct. 2011

- Provided administrative support for staff, clients, and customers
- Managed scheduling of employees and technicians
- Maintained all files and source documents, including copies, pertaining to business

EDUCATION

Associates in Occupational Therapy Assistance | Eastwick College | Ramsey, NJ
Oct. 2015–Apr. 2017

Associates in Business Administration | Ramsey College | Ramsey, NJ Jan.
2001 – May 2002