

# MARIA FAZLIU

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## OBJECTIVE

*Executive Business Owner and Administrative Assistant for over 20 years providing thorough and skillful support*

## EXPERIENCE

### **Administrative Assistant & TSA Coordinator**

#### **LEONARDO HELICOPTERS, PHILADELPHIA, PA 2019-Currently (FT)**

Facilitating accurate and timely communication with customers related to scheduling of flight simulation activities. Preparing and maintaining all correspondence, reporting, files and contracts which support the Flight Training Center. Assist with travel arrangements, itineraries and scheduling meetings. Record keeping, telephone and customer service. TSA fingerprint certified.

### **Realtor, Sales Associate**

#### **CENTURY 21 CREST REAL ESTATE, POMPTON PLAINS, NJ 2019-Currently (PT)**

Customer communication, administrative duties, telephone service and customer service. All aspects of real estate duties buying and selling homes.

### **Mortgage Clerk**

#### **DYNASTY MORTGAGE, BRIELLE, NJ 2018-2019 (PT)**

Responsible for the initial review and set up for first and second mortgage loans in the loan origination system. Provide strong communication and support to processing staff and loan officers Reviewed loan application and disclosure packages for dates, signatures and check that all required documents were in the file and properly executed.

### **Small Business Owner**

#### **KIDDENAROUND LLC Wayne, NJ-2012 - 2019**

Providing all aspects of administrative duties, decision making, bookkeeping, marketing, customer service, and entertainment.

### **Sales Associate to Chairman of the Board and Branch Manager**

#### **J.B. HANAUER & COMPANY, Corporate Headquarters Parsippany, NJ -1997-2001**

Providing all aspects of administrative support, posting daily buy and sell confirmations, heavy typing (including form letters, written and dictated letters/emails, tables and detailed charts), client customer service, stock quotes, researching stocks and bonds, processing municipal bond coupons

## EDUCATION

### **Associates in Applied Science Degree**

#### **BERKELEY COLLEGE OF BUSINESS, West Paterson 1997**

Dean's List, GPA 3.5

Major: Office Administration

## SKILLS

- Effectively manage multiple goals and the ability to follow-through.
- Creative and efficient with an outstanding work ethic.
- Initiate change and implement new and more efficient procedures.
- Skilled in decision making and global marketing strategies.
- My core strengths include problem-solving, project management and superior computer skills.
- Customer service and heavy phone interaction.
- Quick learner-impeccable organizational skills-teamwork.

## LANGUAGES

Italian- Advanced