

**Ivette Pujadas
153 Division Avenue
Hasbrouck Heights, NJ 07604
(201) 921-8816**

SUMMARY

Demonstrates capacity to provide comprehensive support for senior executives and senior corporate-level executives including scheduling meetings, event planning, coordinating travel and effectively managing all essential tasks with the ability to recognize research and propose opportunities for improvement and accept accountability for decisions. Team player!

WORK EXPERIENCE

Datamation Systems Inc October 2021-Present

Finance Administrator/Product Support

- Coordinate sample products for major retailer's advertising programs throughout the country
- Reconciliation of American Express Business Account
- Responsible for extensive domestic travel, luncheon and meeting arrangements
- Compose invoices for customers for distribution of orders
- Compose quotes and orders for the New York District of Education
- Creating instructional manuals/Procedural guides for the department
- Liason offering support to the Sales team and Technical Department
- Collaborating with various departments to create promotional tactics
- Assist with repair requests, invoicing and providing quotes to customers
- Extensive email communication with clients/video chatting/calls
- Assisting in marketing with website initiatives

At Home Nursing Care Facility

Office Manager June 2021-October 2021

- Coordinated schedules for nurse home health aides.
- Managed all AP/AR accounts.
- Coordinated final reports on how to better market the company.
- Reconciled and arranged payments for part-time employees.
- Set-up and maintained entire filing system for consumer research studies, Research & Development studies
- Managed office supply inventory
- Reported all enrollment/changes for COBRA administration, medical and dental insurance companies.
- Reconciled HMO insurance bills
- Advised new employees of benefits offered; supplied proper forms.

- Managed office supplies for department and other administrative responsibilities
- Prepared presentations, correspondence and memos to clients and interoffice personnel
- Coordinated travel and meeting arrangements.
- Prepared expense reports

PS# 1 West New York, NJ

Paraprofessional August 1996- June 2001

- Special Education one on one with blind student
- Assisted all teachers and assisted the child one on one.
- Trained with the Blind Organization of Newark
- Worked closely with the teacher monitor and recording student progress.
- Engage with child to enhance learning.
- Classroom preparation
- Assist in extracurricular activities.
- Resource preparation
- Classroom support
- Actively participated in training and meeting

EDUCATION

- Memorial High School West New York, NJ
- Kean University – Union, NJ 1995
- Bergen Community College for continuing Education

SKILLS

- Microsoft Office Suite, Windows Outlook, Sage 100, Intact
- Bilingual – Spanish
- Tutor ESL and Elementary Education
- Paraprofessional
- Owner of GN Boutiques
- Even Planner