

**Tamala M. Leverett**  
**75 Laurel Avenue**  
**Union, NJ 07083**  
**(908) 397-1212**

### **CAREER SUMMARY**

Over 17 years of diversified experience in scheduling and handling workflow as an Administrative Assistant. Significant strengths in organizational and communication skills. An honest and assertive individual known for learning quickly, sharing knowledge gained and constantly looking for new ways of doing things more efficiently. Interacts well with all levels of an organization

### **EMPLOYMENT HISTORY and PROFESSIONAL EXPERIENCE**

**Administrative Assistant/Customer Service**                      **July 2010 – June 2017**  
**Fablok Mills Inc.**  
**Berkeley Heights, NJ**

- Provide support with all written and verbal correspondence
- Distributed all monthly and quarterly reports
- Provided customers with assistance with orders
- Provided excellent customer service skills to ensure customer satisfaction
- Managed and maintained file systems accordingly
- Scheduled and maintained calendar of appointments
- Maintained and directed all incoming and outgoing calls
- Prepared all incoming and outgoing mail

**Administrative Assistant/Sales Assistant**                      **January 2005 – July 2010**  
**Empire Resources**  
**Fort Lee, NJ 07024**

- Provided support with written and verbal correspondence
- Scheduled and maintained all calendar of appointments
- Prepared monthly, quarterly and annual budget reports
- Provided support to the salesmen
- Maintained database to track all shipments to customers
- Provided assistance with all customer contracts
- Notarized all legal documents

**Temple Administrative Assistant**                      **February 2003 – January 2005**  
**Temple Beth Ahm**  
**Springfield, NJ**

- Scheduled and maintained all calendar of appointments for the Rabbi

- Provided assistance with all written and verbal correspondence
- Provided assistance to the Temple Administrator
- Operated office in accordance with corporate standards
- Coordinated all Bat/Bar Mitzvah's/Dinners/Weddings
- Produced a monthly Bulletin and Newsletter
- Coordinated all Temple Holiday Functions
- Managed the Temple help that came in on a weekly basis.
- Maintained the Temple Database

**Administrative Assistant/Sales/Marketing  
Magruder Color Company  
Elizabeth, NJ**

**May 1992 – January 2003**

- Prepared expense reports, budget reports, monthly, quarterly and annual financial reports
- Scheduled and maintained all calendar of appointments
- Correlated all travel arrangements
- Managed all of the sales department's accounts with credit card companies, insurance companies and car dealerships
- Process all international orders with customer
- Liaison for the department with the other sales offices internationally

### **SOFTWARE PACKAGES**

Mac Yosemite, Pages, Numbers, Keynote, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, Microsoft Publisher, Microsoft Outlook, Adobe Illustrator, Adobe Photoshop, Quicken, Quickbooks

### **QUALIFICATIONS**

- Well developed communication and interpersonal skills
- Excellent organizational skills
- Independent self starter executing time management skills
- Maintains high level of efficiency and resourcefulness when completing multiple tasks
- Typing 70 wpm
- General office duties such as word processing, filing, faxing, business writing, distribution of mail and prepare outgoing mail
- Notary