

Program Assistant

Proactive, detail-oriented, and highly organized professional with substantial experience delivering remarkable administrative support to streamline day-to-day office activities.

Professional Summary

- Talent for greeting and directing visitors, spearheading basic office tasks, and ensuring high levels of performance.
- Well-versed in prioritizing activities and managing complex workloads to meet challenging deadlines.
- Fast learner; expert at learning new skills and adapting to new procedures.
- Articulate communicator continually focused on nurturing professional relationships at all levels.
- Equipped with excellent proofreading, organizational, listening, and attention to detail abilities.
- Collaborative team player; adept at engaging with peers and supervisors to accomplish targets.

Career Experience

Bloomfield College of Montclair State University – Bloomfield, NJ

2023 – Present

Program Assistant, Natural Sciences, Mathematics, Computer Science, and Nursing

Provide administrative support to faculty to maintain a productive workflow within the programs in areas such as hiring, procurement, event planning, and operational support of activities and initiatives.

- Serve as liaison for internal and external constituents maintaining a professional attitude while imparting accurate information about the programs, procedures, and facilities.
- Coordinate and execute all aspects of adjunct faculty hiring and period activity pay; as well as temporary employee and student hires. Recruit, hire, schedule and supervise one Federal Work Study Student.
- Collect and track all syllabi, attendance, and laboratory safety agreements for courses in my Program Areas.
- Manage and maintain calendars for the Program Areas and Program Area Leaders.
- Assist the Program Area Leaders with aspects of the Program Area budget, including tracking of expenses and revenue, purchase order creation, invoice payment, and reimbursement processing.
- Generate contract requests for guests, student workers, and staff extra compensation.
- Provide assistance and guidance to students.
- Maintain documents and electronic files (personnel files, resumes, transcripts, etc.).
- Assist with event planning and execution, including booking space, work orders, purchasing, catering, and publicity (university calendar, social media, etc.).
- Gather data and prepare necessary reports.
- Provide administrative support to grants and initiatives in areas of hiring, budgeting, and procurement.

Bloomfield College – Bloomfield, NJ

2006 – 2023

Office Coordinator, Division of Natural Science & Mathematics

Maintain high-performance levels by serving as liaison to other college offices. Carry out various administrative duties, such as managing phone calls, maintaining calendars, performing Xeroxing, and preparing e-mails, letters, and forms. Update course syllabi, faculty office hours, and faculty webpage. Process purchase orders, invoices, work orders, textbook orders, contracts, and office supply requests. Prioritize activities and oversee complex workloads to achieve challenging deadlines.

- Enabled smooth running of workflow by delivering exceptional office support to division chair, 11 full-time Ph.D. faculty, and 30 adjunct faculty.
- Organized Alpha Chi Honor Society chapter invitations, inductions, and member meetings; coordinated Chi Alpha Sigma invitations and inductions (Athletics Honor Society).
- Provided assistance in orchestrating pre-chiropractic program advisory board meetings and annual recognition dinners.

Additional Experience

Office Manager

Planet Patti, Inc. – Bloomfield, NJ

Substitute Teacher

Bloomfield Board of Education – Bloomfield, NJ

Office Manager

P. J. Lawler Associates – New York, NY

Senior Claim Examiner

Mutual Benefit Life Insurance Company – Newark, NJ

Education & Credentials

Bachelor of Science, Mathematics

Bloomfield College – Bloomfield, NJ

Summa Cum Laude | Excellence in Mathematics Award | Alpha Chi Honor Society

Bachelor of Arts Degree, French

Seton Hall University – South Orange, NJ

Studies in Life Insurance

Coursework offered by Life Insurance Office Management Association (LOMA)

Real Estate License

Volunteer Experience

Ortley Beach Property Owners Association: Beautification and Beach Replenishment Committees

Boy Scouts of America: Committee Chairman, Den Leader, Tiger Cub Organizer, and District Membership Committee Member

Bloomfield Middle School Home & School Association

Fairview Elementary School Home & School Association and Library Volunteer

Technical Proficiencies

MS Office and Google Suites, Adobe Acrobat Pro

Educational Platforms: Workday, Canvas, Cognos, CLLS, Banner, 25Live, Blackboard, Webadvisor, Colleague, Starfish, and Informer

Social Media: Facebook, Messenger, and Instagram