

ANTHONETTE WARD

169-05 Jamaica Avenue, Jamaica NY 11432 * 929 602-2730 * aspire888.aw@gmail.com

EDUCATION: Long Island University – Brooklyn Campus
Bachelor of Arts in Journalism & Writing, June 1994

SKILLS:

Sage Sales Logics-SLX, December 2012 Trained Acquired Proficiency
NAV Accounting Software, October 2010
Crystal Reporting - The Learning Tree Ctr., August 2008
Cognos - In-House Training, Tura LP 2004
Microsoft Excel, Power Point, Outlook, Word & Publisher - In-House Training 2003
Typing Speed - 70 WPM
Pitman's Shorthand – 75 WPM

WORK EXPERIENCE

Restaurant Manager (Mar 2015 – August 2018)

- Coordinate with the appropriate City Agency to achieve and maintain compliance.
- Manage renewal of all licenses including IRS, Fire Dept. DHMH, Sanitation, DEP
- Complete and maintain Food Protection permit.
- Maintain rules of Food Protection and efficacy.
- Oversee the purchase of food and other raw materials for daily function of the establishment.
- Maintain the cash drawer, credit card compliance and updates to bank policy.
- Handle the bill paying with the accountant and managing Petty cash drawer.
- Miscellaneous duties as assigned.

Tura LP, New York (Nov. 2001-July 2012)

Data Specialist, Lead Administrative Assistant – Tura LP NY (June 2008 - July 2012)

** Promoted June 2008*

- Compiled data for Vice President and CEO, for monthly sales presentation to CEO, CFO and other upper level management.
- Utilized reporting tools such as Crystal & Cognos as well as PowerPoint, to provide management with the company's sales performance.
- Trained and mentored the new hires and the sales representatives.
- Proof-read and revised contracts and tracked them through upper managements approval process.
- Continued with the daily responsibilities of Group Lead Administrative Assistant: keying orders,

handling the mass-mailing throughout North America, scheduling appointments and meetings.

- Booked venue's for the company's events and participating in company expo's, conventions and business dinners.
- Compiled data of group performance to create monthly report and statistic of overall group performance.
- Coordinated with Sales Admin Manager to create report on Team performance within the department.
- Assisted Manager in compiling data for yearly reviews, giving information and assistance on team performance.

Group Lead Administrative Assistant - Tura LP NY November 2004 - July 2012 *

Promoted November 2004

Worked directly with the CEO, VP of Sales, Regional Managers and District Managers and Sales Representatives, to expedite their requests, by:

- Holding weekly meetings with the CEO, to strategize about performance reporting management.
- Compiled data retrieved from Cognos, and then integrated it into Excel and PowerPoint, to expand data into graphs and slides.
- Creating sales performance reports of individual top-performing sales representatives, districts, regions and the country.
- Generating a book of Cognos-driven data, every month, titled *Sales Manager Briefing*, which calculated the sales performance of the company and its monthly and yearly turnover. This book, a compilation of charts, graphs and slides, is sent to the CEO, prior to the monthly briefing meeting.
- Creating consignment agreements with businesses and sales reps, respectively.
- Creating training manuals for the sales reps.
- Using Publisher to make flyers, which served as promos for events and product launches?
- Entrusted with the responsibilities of the Sales Administration Manager, in her absence.
- Utilized NAV software to update sales reps on the credit status of their clients.

Administrative Assistant - Tura LP New York, NY November 2001 – November 2004

Operated as a member of a support Team. Duties within the department included but not limited to assisting reps via phone, fax and e-mail with information regarding frames they sold in the fields. These frames are fashion eyewear and medical devices to aid in sight and eye comfort. I also assisted inter-office with helped reloading the fax machine and printers and, assisted in other departments as needed including warehouse duties.