

Jamari J. Ali
jamarijali2021@gmail.com
Cell: (347) 367-4321

Summary

A seasoned and effective professional Administrative Assistant with over 20 plus years of office experience. An individual that is highly organized, detail-oriented, and deadline-oriented. A self-motivated individual, and an excellent communicator with interpersonal skills. Strategize and prioritize while handling multiple tasks. A quick learner, who maintains high standards for professionalism. An extremely dedicated result driven individual that works well collaboratively, and independently. Works well under pressure in any environment.

Education

Southern New Hampshire University (SNHU)
Bachelor of Science in Psychology, GPA: 3.8

Expected Graduation May 2025

THE NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS – MEMBER DATE 2023- PRESENT

Selected by campus administration to participate among top students in a leadership program including:

- Leadership Training Day: Trained in leadership and success skills via an introspective and interactive training session.
- Speaker Events: Participated in seminars led by celebrities and best-selling authors on topics such as leadership, time management, and goal setting.
- Success Networking Teams:
 - Participated in peer based leadership development teams
 - Experience in setting and achieving goals, receiving coaching, coaching others, and holding others accountable to commitments.

Skills

- Proficient in Microsoft Office Suite
- Excellent Written/Verbal Correspondence
- Good Work Ethics
- Reliable & Trustworthy
- Professional Customer Service
- Photocopier and scanner skills
- Current NYS Driver's License – Exp. 2030 with a clean driving record
- NYS Security Guard License Exp. 2/2025
- FOI Certificate of Fitness Exp. 2/2024

Experience

Dahlcore Security Guard Services
Security Guard, Staten Island, NY

3/2021-2/2023

- Monitor all surveillance equipment
- Inspect building and warehouse equipment
- Guard and secure entrance points
- Obtain help by sounding alarms.
- Prevent losses and damage by reporting irregularities and informing violators of policy and procedures.

Williams Lea Corporate Information Solutions
Latham & Watkins Law Firm
Senior Office Services Associate - New York, NY

6/2016- Present

Paul Hastings Law Firm – Contract
Reprographic Associate - New York, NY

5/2013-6/2016

Latham & Watkins Law Firm - Contract
Reprographic Associate - New York, NY

2/2013-5/2013

- Utilized appropriate logs for all service work.
- Ensured that job tickets were properly filled out before beginning work.
- Performed work in copy, fax, hospitality, and mail. And intake functions as needed according to established procedures.
- Followed procedures to run jobs in proper order.
- Communicated with supervisor, and clients on the job for deadline concerns
- Met contracted deadlines for sending and receiving faxes.
- Troubleshoot basic equipment problems.
- Loaded copiers with various papers, and toners.
- Prioritized workflow.
- Performed quality control assurance on the work of others as requested.
- Placed service calls when needed.
- Provided customer service in the copy center.
- Answered customers inquiries
- Adhered to Williams Lea Tag policies in addition to client site policies.
- Used equipment, and supplies in a cost-efficient manner.
- lifted to 50lbs. regularly
- Completed large numbers of reprographic requests for black/white, and color photocopies.
- Operated production printers and copiers, including imputing job processing settings and managing job queues.
- Operated finishing equipment (3-hole drills, bindery, laminating, folder, cutter, etc.) according to job ticket instructions.
- Handled sensitive, and/or confidential documents, and information.

Pitney Bowes Management Services,
Pitney Bowes Document Service Center
Pfizer Inc. - New York, NY
Business Center Associate I
Customer Service Team Leader

10/2008-8/2011

7/2006- 10/2008

- Ensured customer production print requests and expectations were met as outlined in client contracts.
- Operated, and maintained photocopiers, and binding equipment.
- Held responsible for quality assurance on all production jobs assigned.
- Assisted in other departments as needed.
- Resolved all customer concerns
- Managed the training and development of all site personnel.
- Maintained ongoing customer relationships.