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## **PROFILE**

Accomplished and driven individual with 12 years of administrative and managerial experience. Strong organizational and communication skills. Detailed oriented and critical thinker. Has ability to multitask in a fast pace environment while ensuring accuracy.

## **EDUCATION**

Kean University

- Anticipating Masters degree in Public Administration 2025
- Senator of Graduate Student Government at Kean University 2023

New York City College of Technology

- Bachelor degree in Legal Studies May 2012
- Graduated with Cum Laude Distinction

LaGuardia Community College August 2007

- Associates degree in Paralegal Studies
- Graduated with Cum Laude Distinction

## **LICENSEES**

Notary Public - September 2021-September 2026

## **EMPLOYMENT SUMMARY**

Sebco Laundry Systems- Raritan, NJ

*Executive Assistant*- November 2022 to July 2023

- Assisted in qualifying sales leads and prepare them for the Sales Manager to distribute.
- Work closely with VP and sales team to increase profitability by creating new leads and contract renewals.
- Provided administrative sales support including but not limited to preparing proposals, lease agreements, addendums, correspondence and presentations.
- Utilized Salesforce.com to build proficiency with sales forecasting and customer management.
- Made recommendations for marketing initiatives and strategies.
- Managed contract renewal lists and distribute reports to VP and management to maintain profitability.
- Assisted in location based market analysis based on specific criteria.
- Managed calendars, follow-ups and inquiries
- Achieved productivity goals through multitasking and prioritizing responsibilities.

EcoTerra Consulting- Piscataway NJ

*Office Manager* September 2018 to 2020

- Performed accounting tasks such as accounts receivable, accounts payable, invoicing and budget tracking through Quick Books.
- Communicate with customers by phone/email. To ensure all certified payroll is completed and accurate according to all NYDDC and NYCEDC requirements.
- Trained all new employees and maintained all new hire paperwork.
- Work with trucking and facility vendors to make sure all manifests are collected and tonnage reports are produced.
- Prepared USPS, FedEx, and UPS shipments of important contract documents to be sent to new clients.
- Notarized various contract documents.
- Maintained all office equipment files and records for effective functioning of the company.
- Operated and updated office policies and procedures including, coordinating project deliverables and scheduling, responding to emails, preparing documents and ordering office supplies.
- Coordinated office activities and operations to secure efficiency and compliance to company policies.
- Made marketing calls to various companies by introducing and explaining our services.
- Tracked and up-kept all EZ pass accounts for proper bi-weekly refund.
- Helped assist with bidding on multiple million dollar projects such as, filling out prequalification forms, researching new projects through CDC news and contacting potential clients.

Robert Half Temp Agency- Woodbridge, NJ

*Various Companies Worked for in Legal and Administrative Positions* October 2014 to September 2018

- Provided administrative support to ensure efficient operation of office.
- Answers phone calls, schedules meetings and supports visitors.
- Carried out administrative duties such as filing, typing, copying, binding, scanning.
- Completed operational requirements by scheduling and assigning administrative projects and expediting work results.
- Exhibited polite and professional communication via phone, e-mail, and mail.
- Supported team by performing tasks related to organization and strong communication.
- Maintained supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.

Century 21 Worden & Green - Hillsborough, NJ

*Customer Service* December 2011 to December 2015

- Provide clerical support to agents and brokers during sales process such as, photocopying sales documents, scheduling closing dates and securing public information about a property.
- Handle all incoming property and general calls.
- Obtain name, number, address and what property the inquiry is on.
- Transfer the caller to the appropriate agent to obtain information about property.
- Enter all activity into the appropriate tracking system ( Lead Router or Microsoft Access).
- Distribute incoming mail; operate scanners, facsimile machines and photocopiers.

**SKILLS** - High Proficiently in Microsoft Word, Microsoft Access, Excel, Power Point, Outlook, Pages, Numbers, Keynote, Quickbooks, MacOS, type 55 wpm.

*References Furnished upon Request*