

Jennifer Marrero 412 Bronx River Rd 4F Yonkers, NY 10704 (914)-610-6071
Jennifermarrero1979@gmail.com

Objective: To obtain a position in the diversified fields that I am trained in.

Summary of Qualifications

- Over 12 years of office/clerical experience/ maintenance management/ Apartment rentals, lease ups
- Proficient in Quick Books, Microsoft Word, Excel, Outlook, Acts Data Base, Paper Port, Peachtree, Procore, QB time tracking
- Bilingual Fluent in English and Spanish read and write.
- Makeup Artist, Beautician, talented and skilled (portfolio available upon request)
- Associates Degree In Liberal Arts with a Psychology Concentration at Westchester Community College

Education

E.L. Meyers High School, PA Class of 97'

Empire Beauty School, Class of 98'

Westchester Community College 2023 A.A. (Psychology and liberal Arts)

Certificates: QuickBooks 2020, ADP 2005, EOC (Equal Opportunity Center,) Windows

NYS Notary Public License 2010- present

Awards: Employee of the year 2011, Westhab Inc.

Currently -Student at Suny Canton- Forensic Criminology bachelor's degree

Experience

Mermaid Lashes

Makeup Artist/ Hair Assistant

Part time April 2020-July 2023

Yonkers, NY

Create makeup looks and apply them to the clients, accordingly, sell high product makeup, eyelashes, lipsticks, palettes. Blushes, highlighters. Create SXF makeup for clients during Halloween time.

Use cosmetic products and techniques to enhance my client's appearance. Apply eyeshadow, eyeliner, concealer, foundation, lipstick and mascara, with the proper application tools to apply products to the face and body. Use cosmetic prosthetics to create SXF looks with fake makeup blood.

Cut, color, blow dry and style client's hair.

Apex Builders

Administrative Assistant/Office Manager

August 2022-Present

Yonkers, NY

In charge of all time tracking for over 50 employees on Quickbooks time, tracking hours, entering schedules, on boarding employees, in charge of all office supplies and office related materials/ issues. Answer all incoming calls and route them directly. In charge of the office front door and security access. Job tracking and cost. Employee reports for office manager.

Enter Accounts Payables and in charge of all of the incoming mail.

Cornell Pace Inc. Maintenance Office Manager /Assistant Property Manager

November 2017-April 2020 New Rochelle, NY

Assisted all tenants with tenant requests, questions, or repairs, managed 8 supers, ordered materials, worked with contractors, submitted paperwork to HPD to cure violations, did apartment inspections for turnovers. Created work orders, ran weekly reports. Entered all work orders into Sitecompli.

The Hebrew Home for the Aged Plant Operations Office Manager

October 2015- November 2017 Riverdale, NY

- Manage a team of 7 men for maintenance procedures, take work orders, distribute work orders
- Keep track of time sheets and payroll via Kronos
- Keep Calendar on Outlook for Facility manager/ Assistant manager
- Take minutes for monthly meetings
- Keep track of vendors Insurance requirements/files up to date
- Keep vendor billing for processing
- Answer all incoming requests from residents, nurses, caseworkers
- Follow up with preventive maintenance

Sisters of Charity New York Facilities Administrative Assistant

September 2009-August 2015 Bronx, NY

- Answered all service calls from the nuns for repairs, made work orders, distributed, followed up
- Kept all records of vehicle files
- Assisted with the filing of permits paperwork for the properties owned
- Performed property inspections with the facility manager
- Attended all property meetings and took all minutes for follow up
- Kept calendar for the facility manager
- Payed all the vendors for A/P, cut checks, mailed etc.

Westhab Inc.**Facilities Administrative Assistant****2008- August 2012****Yonkers, NY**

- Answered incoming calls from tenants and dispatched the call to the appropriate facility manager.
- Entered purchase orders into the company's work order data base.
- Entered move in and move out dates into the data base system.
- Responsible for ordering materials, office supplies, and uniforms.
- Executed running monthly reports for outstanding work orders not completed by building maintenance.
- Scheduled service appointments with contractors.
- Kept track of attendance and collected bi-weekly time sheets.

ERC Restorations Administrative Assistant/Billing**Yonkers, NY****2007-2008**

- Assembled company's vendors and customers on QuickBooks Pro 07.
- Managed the operations of a three-person office.
- Responsible for billing and writing employee checks.
- Reconciled monthly bank account.
- Entered weekly employee hours via ADP.
- Responsible for up-dating/changing management's calendar.
- Responsible for typing proposals and ensuring they were executed properly.
- Assisted with answering telephone calls.

Citron Brothers Administrative Assistant/Book Keeper**Tuckahoe, NY****2001-2006**

- Responsible for entering A/P and A/R into QuickBooks.
- Input service calls into the data system to be routed.
- Typed all necessary information for filing all permits with the NYC department of buildings.
- Responsible for typing proposals.
- Assisted with payroll, writing checks, balancing check book.
- Answered incoming calls as needed.

References available upon request