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| A picture containing text, way, dark, night sky  Description automatically generated  Candidate 82560  City Personnel | (401)331-2311   |  |  | | --- | --- | |  |  | |

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| **Work History** |

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| 2013 - 2021  Jul 2018 – June 2021 | **RICOH USA**  **On-Site Assistant Manager MS OPS** | *Hasbro, Pawtucket, RI*   * Overseeing daily mail received and distributed, shipping, receiving, audio-visual support, reception, and imaging * Ensures payroll accuracy by overseeing and correcting staff time clock punches * Coordinated staff coverage schedules * Assigned training courses through online learning resource * Responsible for effective implementation and management of company policies and procedures |

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| Oct 2015 - Jul 2018 | **On-Site Supervisor MS** | *United Health Group, Warwick, RI*   * Mail sorting and distribution * Ship, receive, deliver & track courier packages from UPS, Fed Ex, Staples, and freight trucks * Cover reception desk, (forwarding calls, greeting guests, booking conference rooms * Oversee daily operations regarding mail services and reception * Process photo ID requests and send to the corporate security office * Create monthly operations reports * Train new hires as needed for mail and reception services |

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| Feb 2013 - Mar 2015 | **Sr. On-Site Service Specialist** | *Bain Capital, Boston, MA*   * Run high-volume copy requests with binding and finishing work * Daily equipment checks on copiers, printers, and fax machines to ensure they are properly functioning * High volume mail sorting and distribution * Receive and deliver courier packages via UPS, Fed Ex, DHL, etc. * Processed and received documents |

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| Jul 2002 - Dec 2011 | **Client Services Coordinator**  *Brown Rudnick, LLP*   * Completed various document production requests such as photocopying, faxing, digital scanning, and created binders * Outsourced any projects that could not be completed in house * Light maintenance of copiers, printers, and fax equipment, distributed incoming and outgoing faxes, mail, and daily deliveries from UPS, Fed Ex, and local couriers * Maintained inventory for the office and processed supply orders on an as-needed basis * Approved invoices and submitted check request payments for vendors to the accounting department * Answered a multi- line switch board, greeted and accommodated clients & guests as the first point of contact * Coordinated office functions, and maintained conference room schedules * Basic IT & Audio-Visual assistance (computer setups, troubleshooting, teleconference connections) * Worked with building property managers and Firm Facilities Director to resolve any facility issues |

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| **Education** |

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|  | High School Diploma  *Hope High School, Providence, RI* |