

Lucille M. Krzewski

63-57 75th Place, Middle Village, NY 11379

Work: (212) 560-4246 Mobile: (718) 440-7279, email: Lucille.krzewski@gmail.com

OBJECTIVE

To obtain an Administrative position using my strong leadership, skill sets, education and experience which will add value to your team.

BUSINESS EXPERIENCE – FedEx Services

Administrative Assistant (New York, NY) 2006 - Present

- Assisted in creating the first off-site Inside Sales Office for FedEx Services
- Worked with facilities and technology support to layout the office space
- Aided in the recruiting, hiring and training of twenty-one entry level sales executives
- Responsible for ordering all necessary equipment to support the sales staff
- Responsible for ordering and auditing all budgetary line items
- Maintains Managerial Notes in company's database system
- Coordinated calendar, travel and meeting arrangements for new hirers training and management meetings
- Excellent communication, interpersonal and customer service skills
- Worked independently to produce creative ideas to problem solving

Administrative Assistant – Integrated Solutions Consulting (New York, NY) 2001-2006

- Assisted in managing a project designed to reduce the number of customers' shipping systems using Access
- Achieved close to 100% reduction in non-compliant systems which yielded a significant cost savings for the division
- Developed and successfully completed a data research project for John Deere -- a critical customer using Access
- Supported 2 managers and assisted additional managers as needed
- Prepared and submitted all department invoices and regularly audited for budget concerns
- Participated in onsite customer training and installation of shipping systems at customer locations
- Handled the ordering of all office supplies for virtual team
- Organized offsite team meetings which included travel arrangements and itineraries
- Developed and implemented a filing system to improve efficiencies

Administrative Assistant – Worldwide Sales (New York) 2001, Secretary - NY East Sales (New York, NY) 1996-2001

- Reported to 2 Worldwide Sales Directors who had virtual teams located out of New York State
- Researched customer data and compiled statistics for Worldwide Sales Accounts
- Planned and organized individual workload correspondence and team schedules
- Maintained personnel information records for each team
- Prepared PowerPoint presentations and sales proposals
- Updated and maintained Sales Department's expense information for all reimbursement programs

EDUCATION

Dowling College

BBA - Business – Management and Leadership this August 2009

GPA: 3.5

Dean's List Honors

Delta Mu Delta – Honor Society

COMPUTER SKILLS

Outlook, Word, Excel and PowerPoint

ACCOMPLISHMENTS/HONORS

For going "Above and Beyond" – Bravo Zulu Awards in 1998, 1999, 2003, 2006 through 2008

Committee Member of St. Margaret's Boy Scout Troop 119 for last 15 years