

Mary K. Antonelli

Encino, CA (818) 422-6001 (mobile) mkajobhunt@gmail.com

Qualifications and Skills:

Working Knowledge:

- MS Office (PC and Mac)
- Open Office
- LibreOffice
- Google Docs/Drive
- CSG/ACSR
- AAD
- Avaya VoIP
- Iclosings
- Escrowlink
- QuickBooks
- Quicken
- Sage Business Works
- Timeslips
- Adobe Photoshop
- Adobe CS3 + CS5
- Adobe Dreamweaver
- HTML 4.1
- HTML 5
- CSS
- Scanning software on PC and Macintosh platforms
- Evernote
- Toodledo
- Basecamp
- Other project management/contact management applications

Basic Knowledge:

- Linux
- Helikon POS software
- MS PowerPoint
- Lotus 123
- PHP
- GitHub
- jQuery
- JavaScript.

Education:

1991-1992, Michigan Technological University, Geology.
1996-1998, University of Southern Mississippi, Psychology.
2008-2010 & 2012-2013, Ashford University, Accounting
2017-2019, Los Angeles Pierce College, Accounting, Geology

Experience

Beverly Hills Jewish Community, August 2017-Present

Office Coordinator and Executive Assistant

- Updated web site and handled LinkedIn, Facebook, Twitter, and Google Plus accounts.
- Updated and tweaked online advertising for the High Holidays services.
- Increased website search engine visibility from 12% to 82% over one year.
- Reduced backlog of outstanding database entries in the CMS database
- Eliminated backlog of acknowledgements and thank-you letters due to donors
- Streamlined credit card payment documentation processes, payroll documentation, and supply ordering to reduce cost.
- Coordinated speaking events, High Holidays services, and other activities with the Beverly Hills Hotel.
- Integrated the CMS database and Quickbooks for more efficient bookkeeping.
- Assisted Rabbi and Rebbetzin Cunin with any needed tasks.

Alpha Omega Professionals, 2017-Present

Telesurvey conductor for a client in a call center. This is a per diem position.

Royal Staffing 2016-Present Administrative Assistant

Mary K. Antonelli

Encino, CA (818) 422-6001 (mobile) mkajobhunt@gmail.com

Client: Atkinson Professional Fiduciary Services (5/2016-10/2016)

- Processed incoming and outgoing mail.
- Responsible for calendaring in Microsoft Outlook.
- Assembled deposits to be picked up by the bank's courier.
- Accounts Payable and Receivable using Quicken and QuickBooks.
- Furnished information to attorney's offices when requested.
- Entered tasks in Timeslips.
- Any other items as needed by the client.

Contract Work, 2013-2016

Murray Hidary, September 2014- October 2015, Personal Assistant

- Responsible for for calendaring, data entry of contacts post-event, mailing list updates, vendor coordination, and correspondence.
- Conducted event setup using Eventbrite, Goldstar and Brightstar.
- Handled any other items that he needed to delegate, from errands to coordinating household repairs.

Gold-n-Heart Jewelers, April 2014, Administrative Assistant-Database

- Constructed a database in MS Excel from address labels provided by Client.
- Imported the Excel database into Microsoft Access for their convenience.
- Trained client to enter new customers, print address labels by zip code, and other tasks.

September 2012 – April 2013 Assistant Webmaster, Helpguide.org International

- Updated pages on Beta desktop site utilizing HTML and CSS in Dreamweaver.
- Encoded and corrected video errors in JavaScript and jQuery.
- Analyzed website traffic using Google Analytics.
- Assisted in the development of the new mobile site utilizing HTML 5, jQuery Mobile, CSS 3, and the Responsive Web Design (RWD) approach.
- Corrected broken links and other errors on the Desktop and Mobile Beta, and advised Webmaster that the corrected pages were ready to be made live.
- Utilized project management software Basecamp
- Generated QA reports in Website Auditor and ported to Excel
- Generated buttons for Mobile site using Photoshop
- Organized photograph and image library in iPhoto.
- Completed mobile site testing on iPhone and Android platforms.

2011 – 2012 Administrative Assistant (Temporary Pool) Office Team

Client: The Springs Homeowner's Association (February 2012- August 2012)

- Updated emergency preparedness database in MS Access for Client. Reconstructed same database in MS Excel for Client and generated reports monthly, updating binders for the Disaster Preparedness Committee.
- Typed reports and meeting items as needed in MS Word.
- Utilized MS Outlook for calendaring and communication purposes.
- Eliminated filing backlog for Main Office and set up FY 2012, 2013 filing systems for the Controller.

Mary K. Antonelli

Encino, CA (818) 422-6001 (mobile) mkajobhunt@gmail.com

- Updated and reconstructed Roof Matrix, Garage Door and Driveway Improvement databases in MS Excel.
- Generated Architectural Approval and Landscape approval reports as well as Fitness Center Survey charts in MS Excel.
- Reconstructed other reports such as The Springs Mailbox report in MS Excel.
- Assisted with board meeting setup and mailings as needed for Client to Homeowners.
- Provided backup to Receptionist as needed and relief for vacation days.

June 2009 – February 2011 Account Manager – Time Warner Cable

- Answered and responded to a high volume of telephone calls from customers inquiring about billing, technical support issues, subscriber services, and general information.
- Scheduled cable television installation and service appointments with customers who required service or who requested cable installation on their cable television equipment.
- Utilized computerized billing system to obtain service availability dates and to schedule appointments.
- Reviewed billing statements with customers and computed costs associated with the statement to resolve discrepancies and to answer questions.
- Adjusted customer billing statements on the computerized billing system when an error in billing or service-related problem had occurred.
- Computed and coordinated payment arrangements with customers on delinquent accounts within the guidelines set forth by the department.
- Responded to service related issues from customers inquiring about video, internet and telephone problems.
- Scheduled service technician appointments or transferred the requests to appropriate ISP, Tier 3 or other Time Warner Cable personnel when unable to resolve at my level.

April 2006- February 2009 Customer Service/Administration – Glazcon Industries

- Answered heavy multi-line phones
- Assisted Accounts Payable with statement reconciliation and Accounts Receivable with invoice coding and collections letters.
- Petty Cash Fund controller
- Received cash, check, credit card payments from customers and tabulated results of daily counter sales for Company President.
- Responsible for incoming and outgoing mail delivery
- Ensured that showroom is customer-ready and presentable
- Updated sales brochures for product lines
- Assisted Service and Interior departments with Sales and Customer Service

March 2004 – January 2006 Escrow Receptionist/Processor -West Coast Escrow

- Processed Escrow Openings and Closings, disbursed funds in the form of trust account check.
- Had Check Signature Authority, Ordered Demands and Payoffs, Packaging Loan Document
- Tracked and Ordered Office Supplies, coordinated technical support.
- Processed Daily Banking Deposit and prepared Manual Banking Reconciliation, and handled heavy multi-line phones.

Mary K. Antonelli

Encino, CA (818) 422-6001 (mobile) mkajobhunt@gmail.com