

Christine M. Joseph

Work Experience

Euro-Center USA – New York, New York
Office Manager / Executive Assistant

June 2006 - Current

- ◆ Responsible for all areas of office operations (supply orders, equipment purchasing, etc)
- ◆ Provide technical support to staff and work with overseas IT for on-site solutions
- ◆ Prepare monthly reporting and statistics to General Manager on office performance and income
- ◆ Perform all bookkeeping tasks (A/P, A/R, inter-company billing, funding, cash flow analysis, reconciliations) & maintain office budget
- ◆ Handle all HR functions: interviewing, hiring, retirement account maintenance, health insurance evaluation and payroll
- ◆ Conduct special duties/projects for Global Commercial Director including marketing & customer development

Creative Planning Strategies - New York, New York
Executive Assistant

April 2003 – June 2006

- ◆ Handled all aspects of insurance underwriting for partners
- ◆ Created presentations for clients and reviewed quality of final deliverables
- ◆ Prepared quarterly personal financial statements for company president
- ◆ Managed and reconciled all corporate and personal bank accounts
- ◆ Provided technical assistance to staff and partners on any office equipment issues
- ◆ Created office budget and processed payroll
- ◆ Updated company pipeline and created tracking sheets and other forms to standardize processes

Silverman Linden Higgins LLP - New York, New York
Office Manager / Expatriate Payroll Associate

September 2000 – October 2002

- ◆ Worked at client sites for preparation of international and domestic payroll with the VP of Human Resources from two Fortune 500 companies
- ◆ Prepared individual tax returns, particularly for U.S. Expatriates and Foreign Nationals
- ◆ Standardized company and individual financial statements according to GAAP standards
- ◆ Handled administrative duties, including ordering short/long term supply items
- ◆ Maintained reconciliation of G/L accounts, including a chargeback account to foreign affiliates

Skills

Software: Acrobat, Photoshop, Dynamics AX, Dreamweaver, Microsoft Office Suite, OpenOffice, Lotus Notes, Quicken, Quickbooks

Web Development: HTML/XHTML, CSS, WordPress, graphic creation/editing, website creation / maintenance

Administrative: Types 90 WPM, excellent listening/reading/writing skills, impeccable diction and phone presence

Education

Art Institute of New York City – New York, New York
A.A., Culinary & Restaurant Management

2008 - 2009

Iona College - New Rochelle, New York
B.A., Computer & Information Sciences

1995 - 1999

Additional Information

Language Skills:

Japanese (Level 3 Proficiency)

Organizations:

Member – National Notary Association

Member – Romance Writers of America

Certifications:

Notary Public in New York State