

Julie E.

Antone

366 Cambridge Drive, Ramsey, New Jersey 07446
845.641.0784 • antone.julie@gmail.com

RELEVANT PROFICIENCY AREAS

- Office Administration
- Record Maintenance
- Customer Service
- Filing (Electronic and Paper)
- Drafting Correspondence
- Billing / Invoices
- Appointment Scheduling
- Multicultural Interaction
- Payroll
- Staff Training
- Word / Excel / Outlook
- Effective Time Management

EDUCATION &

CERTIFICATES

New York University, New York, NY, Master of Social Work, May 2005
Binghamton University, Binghamton, NY, Bachelor of Arts Psychology, May 2002
Rockland Community College, Suffern, New York, Paralegal Studies Certificate, ABA Approved, 2017

PROFESSIONAL EXPERIENCE

Taurus International

July 2019 – November 2023

Office Administrator and Personal Assistant

- Submit quotations to customers and sales representatives.
- Maintain and keep current all reports for sales and operations.
- Prepare all meeting notes during meetings.
- Prepare and coordinate destination sales meetings.
- Deputy Management Representative for ISO Systems
- Handled all Office Administrator type duties along with acting as a Personal Assistant to the VP and VP of Operations.

Private

September 2018 – July 2019

Nanny/Caretaker

- Primarily responsible for caring for my niece and nephew.
- Primary caretaker for my father during and after his two knee replacement surgeries.
- Assisted with scheduling and taking family members to doctor appointments.
- Responsible for initiating and receiving all calls from doctors' offices and/or daycares

Long Pond Dental Works, Ringwood, NJ

February 2018 – August 2018

Office Manager, Head of Human Resources, Receptionist & Front Desk

- Posted jobs and hire/terminate associate dentists, hygienists, assistants, cleaning services, etc.
- Disciplined staff for cell phone use, time clock issues, cleaning instruments, general non-compliance with written policies.
- Fielded and addressed complaints from patients and building tenants.
- Engaged consultants to help boost business/practice.
- Maintained office equipment and supply inventory levels and initiated and prepared requisitions for materials and services.
- Ran daily staff meetings. Created and managed daily schedule; maximize use of the staff's time. Handle paid-time-off requests.
- Produced 'financials' for expensive procedures for the patients (i.e. crowns, root canals, dentures, implants, etc.)
- Corresponded with other dental offices and labs (record related issues.)
- Called in prescriptions to pharmacies for the patients.

Bergen Community College, Hackensack, NJ

September 2016 – February, 2018

Project Assistant

- Used various computer software to register students into ESL and GED programs, data entry.
- Formulated rosters, prepared weekly meeting minutes.
- Administrative tasks included: Xeroxing, Word/Excel/Outlook, payroll, filing, phone calls, drafting correspondence.

Ajilon Staffing, Ramsey, NJ

February 2013 – February 2016

Temporary Administrative Employee

- Analyzed, evaluated and recommended administrative functions and services to promote employer objectives.
- Administrative tasks included: drafting correspondence, proofreading documents, filing & data entry, emails and answering phone.

Social Work Private Practice, Hackensack, New Jersey

December 2008 – August 2012

Office Manager; Clinical Social Worker

- Managed records for approximately seventy-five (75) clients in 3-person agency. Monitored incoming and outgoing cash-flow, drafted internal memorandum, address insurance company payment disputes and coordinated client appointments.