

SIBEL BUELENS
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SKILLS

Microsoft Word, Excel, Outlook, PowerPoint, Acrobat, Goldmine, AccPac, CRM/SAS, Lotus Notes, 60w/pm, Inter Action, Citrix, Primavera, NapTrak Software

LANGUAGES

Dutch, Turkish, English, German, Spanish

WORK EXPERIENCE

11/2010 – 7/2011 Phelps Constructions / Boonton, NJ

Administrative Assistant

- Assisting the President, Vice President, Project Managers and Accountant
- Maintained spreadsheets with formulas in Excel for marketing contacts, and purchase orders
- Creating Labels, Mass mailing for Marketing purposes
- Managing and Reviewing data base for accuracy
- Managing calendar's, Organizing Meetings including; catering, equipment, transportation and all logistical
- Managing Contract Agreements, Purchase Orders, Change Orders and Insurance Certificates
- Contacting / Following up Subcontractors and Insurance Companies by phone or email
- Organizing files and binders for Project Managers, Super Attendees and Accountant
- Scanning and printing architectural drawings for Project Managers
- Answering phone calls, take messages and handle requests for super attendees and internal employees
- Meeting and greeting clients and direct them to the appropriate person
- Ordering and keeping inventory of office supplies this includes, maintaining copy machines, scanners and printers
- Handling mail, Incoming / Outgoing packages and distributing to appropriate persons

4/2009 – 6/2010 Sonnenschein Nath & Rosenthal / Morristown, NJ

Administrative Assistant

- Providing administrative support to the Marketing Director, Coordinator, Attorney's and Accountant
- Providing assistance on special projects as required
- Scheduling Domestic travel arrangements
- Managing logistics for Political Action Committees
- Used PowerPoint for marketing presentations
- Used Excel spreadsheets to maintain contact database
- Preparing & Distributing invitations in Outlook to employees and attendees
- Tracking responses, Creating & Maintaining spreadsheets, Labels and Biographies for events
- Following up by phone or email and reporting status to the Coordinator
- Managing calendar's and outlook contacts for Chairman and Marketing Director
- Typing of reports and letters, including formatting and proofreading
- Answering phone calls, transferring them to the appropriate persons, taking messages
- Data entry and filing documents
- Scheduling conference rooms for meetings including; catering, equipment, transportation and all logistical
- Handling confidential and sensitive information without disclosing it outside the office or as authorized by the director
- Scanning, copying, mailing and generally corresponding and documenting coming to and sent from the attorney
- Meet and greet visitors and escorting them to conference rooms or notifying person of their arrival
- Preparing and filing expense reports in Excel
- Preparing daily banking deposits

- Scheduling pickups for shipments
- Handling Incoming / Outgoing packages and distributing to appropriate persons
- Logging Incoming and Outgoing shipments into system
- Sorting incoming mail and distribute to appropriate persons

3/2008 – 1/2009 Canfield Scientific, Inc/ Fairfield, NJ

Admin Assistant/ Technical Sales Administrator

- Providing administrative support to Sales manager and staff.
- Interacting with Doctor's, Surgeons as well as Medical offices and Spa's to follow up and coordinate service, and solve problems.
- Preparing quotes for sales persons
- Composing letters, and reports
- Maintained contact database in Excel
- Attending on trade shows as well as events
- Scheduling on-site trainings, follow up by phone
- Answering phone calls and direct them to the appropriate persons
- Adding new clients into the system
- Preparing and Managing expense reports for Sales persons and Technicians
- Translating documents from Dutch to English
- Other clerical duties
- Responsibilities as Receptionist:
- Scheduling appointments for patients of DermaTrak's medical photographer
- Collecting and processing time cards for Accounting
- Answering phone calls and direct them to the appropriate persons among 130 employees
- Scheduling conference rooms for meetings and providing hospitality service arrangements as requested by staff
- Preparing electronic air bills for shipments
- Data entry and filing
- Sorting / Distributing mail and faxes

2/2007 – 3/2008 Skyline, East Hanover, NJ

Administrative Assistant

- Adding and assigning new leads and customers into database for sales persons
- Assisting with seminars and events
- Scheduling domestic travel arrangements
- Used Lotus notes daily
- Assisting financial manager with billing
- Answering phone calls and promptly forwarding to appropriate persons among 40 employees
- Take messages and notifying per email
- Escorting visitors to staff members' meeting rooms along with providing hospitality service arrangements as requested by staff
- General duties as: (filing, sorting mail, receive and distribute faxes, photocopying, ordering office supplies and kitchen needs, responsible for postage meter, printers and copy machines)

9/2002 – 12/2005 Netherlands Embassy, New York, NY

Administrative Assistant

- Providing Administrative support to the consular affairs with apostilles
- Contacting individuals at the state department for verification of legal documentations
- Issuing and interviewing applicants requesting for Visa/Passports
- Data entry and filing documents
- Following up by phone or email
- Answering phone calls and direct to the appropriate persons
- Greeting visitors and notifying employee of their arrival
- Performing clerical duties as: (faxing, typing and photocopying)

11/1998 – 2/2001 Alliance Labeling, Inc, Elk Grove, CA

Administrative Assistant

- Assisting President, Vice President, Plant Manager and Accountant
- Managing calendar's and contacts in outlook
- Scheduling Domestic and International travel arrangements
- Tracking Inventory of products in warehouse
- Scheduling trucks for delivery and pick-up
- Data entry and filing documents
- Scheduling conference rooms for meetings
- Preparing and managing expense reports in Excel
- Processing time cards for Accounting and preparing daily banking deposits
- Answering phone calls and transfer to appropriate persons or take messages
- Greet customers and notifying employees of their arrival
- Clerical duties as: (sorting mail, filing, faxing, photocopying, and typing)

6/1997 – 6/1998 v. Hout Kabel Recycling, BV, Helmond, the Netherlands

Administrative Assistant

- Accurately processing all in -/ and outgoing orders
- Scheduling delivery and pick-up trucks
- Assisting accountant with payroll
- Answering phone calls
- Clerical duties as: (filing, sorting and delivering mail, faxing, copying)

4/1996 – 5/1997 VGZ Medical and Dental insurance, Eindhoven, the Netherlands

Customer Service Representative

- Answering questions regarding individual's Health care plan
- Providing customers with information about Health and Dental Insurance and properly enter in database

EDUCATION

Institute Notenboom, Eindhoven, NL

Concentration in Tourism

Eindhoven's College, Eindhoven, NL (1990-1992)

Concentration in Business Administration

Han Koning School, Eindhoven, NL (1986-1990)

Concentration in Administration