

Edward P. Clark

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Summary

Talented administrative professional with background in accounting and finance looking for the opportunity to grow. Very Strong leader who is able to take charge. Extensive knowledge of AR/AP, Microsoft Excel, Quicken, and QuickBooks software. Excellent work ethic and strength in boosting company morale. Four years of management experience. Skilled at managing complex schedules. An excellent communicator who has served as the primary point of contact for both in-house and external phone and website queries.

Skills

Creative problem solver
Strong leadership abilities
Communications expert
Multi-line phone talent
Credit card processing
Mediation capability
Training and development
Strong client relations
Networking and relationship building
Measuring and Data Conversion
Soldering
Raw Material Handling
Quality Control
Reading Blueprints and Schematics

Work History

Erie1boces, Print Machine Operator, West Seneca, NY 07/18 - Present

- Utilized blueprints and schematics to set up machine operations.
- Quality Control of all finished magazines and calendars.
- Use critical thinking and problem solving to fix machine errors.
- Maintain a clean working environment.

Central Payment Corporation, Account Executive, San Rafael, CA 11/2016 to 12/2017

- Acquired new knowledge of current sales and promotions, policies regarding payment, and security practices.
- Designed lucrative promotional plans, sales literature, media kits, and sales contracts, with the use of Microsoft Office.
- Achieved healthy relationships with existing clients.
- Formulated a new tech troubleshoot line in order to decrease client wait time.
- Elevated company's overall financial growth by effectively head hunting business owners, using persuasive techniques and demonstrating value to acquire their business.

Squeeky Cleener Incorporated, Director of Operations, Hamburg, NY 02/2016 to 05/2017

- Invented a new scheduling system for 13 employees, which improved company moral.
- Advanced the company's accounting/records system using Excel.
- Constructed documents to employees on payroll matters, tax issues, benefit plans, and collective agreement provisions.
- Order office and cleaning supplies and equipment.

Flex-O-Vit Corporation, Machine Operator, Angola, NY 02/2014 to 07/2015

- Utilized blueprints and schematics to set up machine operations.
- Continuously inspect and maintain work area free of debris.
- Followed all standard operating procedures and safety guidelines.
- Improved overall production rate while ensuring proper quality control.
- Weigh and measure raw materials to maintain accuracy.

Bon-A-Craft Incorporated, Assembly operator, Hamburg, NY 12/2012 to 01/2014

- Perform product manufacturing tasks on assembly lines, while ensuring the products get processed in right order, and are inserted into the machinery in correct manner.
- Undertake repair work, installation, oiling and polishing of machineries, instruments and tools.
- Train new joined workers, and provide them with instructions to perform their duties efficiently and safely.
- Analyze the machinery and processed products for any defects, errors, malfunctioning etc.

Adscos Manufacturing Corporation, Shipping Manager, Blasdell, NY 02/2010 to 12/2012

- Mastered statistical studies, technological advances, regulatory standards and trends to stay abreast of issues in the field of quality control.
- Operated drill press, grinders, engine lathe, or other machines to modify parts tested or to fabricate experimental parts for testing.
- Executed industrial trucks, loaders and other equipment to transport materials to and from transportation vehicles and loading docks, and to store and retrieve materials in warehouses.

Tropical Park Corp, Maintenance Manager, Miami FL 03/2010 to 12/2010

- Approved completed work to achieve correct specifications, standards, and contract requirements.
- Oversaw project activities, ensured instructions followed, deadlines met, and schedules maintained.
- Scheduled work for crews depending on work priorities, crew and equipment availability, and weather conditions

Shoup Group Corporation, Direct Salesperson, Yalaha, FL 08/2008 to 01/2010

- Prioritized daily workflows, including all inbound calls, quotes and sales-related inquiries.
- Surpassed annual quota by 55%.
- Developed friendly and professional customer interactions at all times.

Education

UB Educational Opportunity Center
Buffalo, NY
January 2018 – Present

Frontier High School
Hamburg, NY
2004-2007

References

Charles Sutto
716-823-8946
Ford Motor Company

Lee Gary
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Jim Mazur
716-712-7355
Squeeky Cleaners Inc.
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