

NICOLE E. VIERA

5315 Lebanon Rd • Earlville, NY 13332 • nviera5315@gmail.com • 607-244-9807

QUALIFICATIONS SUMMARY

Experienced **Administrative Professional** with diverse knowledge of account management, sales processing, report writing, and problem solving.

- ◆ Talent for identifying business needs and presenting appropriate service offerings and solutions.
 - ◆ Proficient with Microsoft Office as well as QuickBooks.
 - ◆ Organizational skills (filing etc.)
 - ◆ Ability to work independently on projects and meet timelines
 - ◆ Strong sense of job ownership
 - ◆ Flexible
 - ◆ Quick learner
 - ◆ Multi-tasking skills
 - ◆ Self-motivated
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PROFESSIONAL EXPERIENCE

Town of Lebanon

Lebanon, NY

8/2010 to Present

Town Clerk/Tax Collector/Registrar of Vital Statistics

Town Clerk Duties

- Issues birth and death certificates
- Birth and death transcripts and burial permits
- Records management -custodian of all permanent town records and maintains a record of adopted ordinances and local laws, oaths of office, resignations, proofs of publication and posting, annual budget, assessment rolls and fiscal reports.
- Issuing dog licenses
- Issue many New York licenses and permits including marriage, conservation (hunting/fishing), and handicap parking.
- Recording Secretary - keep a permanent record of all Town Board meetings and public hearings.
- Responsible for bills and claims
- Website maintenance

Tax Collector Duties

- Publish the legal notice for tax warrant
- Collect and maintain documentation that the tax bills have been paid by the residents
- Making sure that the tax warrant balances at the end of the tax season.
- Submit payment to the Town Supervisor for the Town's portion of the warrant and meet with the Madison County Treasurer's Office to turn the tax warrant over to them and make sure that the figures balance with theirs.

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Professional Experience Continued

Malignant Hyperthermia Association of the US
Sherburne, NY

8/2007 to 6/2013

Inventory/Purchasing/Meeting Administrator

Maintain database for customer/membership information and inventory. Partner with other departments to maintain business accounts. Perform all administrative and office duties.

- Process orders via website/phone
- Accounts receivable
- Process mail (in-coming/outgoing)
- Credit card processing
- Supply ordering
- Exhibit Meeting logistics
- Partner with the Executive Director on logistics with regard to Strategic Planning Meetings
- Furnish queries/reports to be submitted to Executive Director/board of directors
- Responsible for inventory on hand and management
- Enter bills against purchase orders and reconciliation
- Reconcile credit card statements

DCMO BOCES
Norwich, NY

9/1998 – 8/2007

Special Education Teacher's Aide

Assist classroom teacher with daily life skills to children with mental and physical handicaps.

- Lifting
- SCIP and CPR training

BSB Bank

Norwich, NY

7/1997 – 8/1998

Teller (part-time)

Assist customer with the banking transactions, balance draw, and help balance ATM

- Accuracy with depositing and withdrawing monies from accounts

EDUCATION AND TRAINING

Norwich High School • 1991-1994

REFERENCES

Carrie Dennison • 607-674-5705
Elaina Morgan • 315-837-4102
Michelle Manwarren • 607-334-5802