

CHRISTOPHER BLOOMER

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Strongly motivated Office Manager with 7 plus years of experience, excelling at organizing, managing and handling day-to-day operations of a Manufacturer's Representative in northern New Jersey. Handled multiple responsibilities simultaneously, following through to achieve goals and meet deadlines. A dependable self-starter seeking to leverage talents, background and experience into an administrative assistant or office management position with a dynamic, progressive organization.

Experience

January 2012 to Current

Jules Scheck Associates Montville, NJ

Office Manager

Managed office materials and personnel.

Handled national trade show contracts and payments.

Billed suppliers for expenses per contract requirements.

Produced trade shows along Eastern Seaboard from Massachusetts to Maryland, and Las Vegas,

Created a corporate website and established a presence on social media for company.

Communicated with distributors in NJ and NY.

Responsible for inside sales to local and distant distributors.

Handled Accounts Receivable and Accounts Payable through Quickbooks.

Tracked and Controlled Sales and Commissions through Microsoft Access.

Education

2011 William Paterson University of New Jersey Wayne, NJ
Bachelor of Arts

2008 Bergen Community College Paramus, NJ
Associate of Arts

Skills

- Word
- Excel
- All forms of social media development and use
- Expense Recording and Reporting
- Detail-oriented
- Data Entry Supervision
- Banking Relationships
- Accounts Receivable and Accounts Payable
- Microsoft Scheduling
- CRM and Office Management Software
- Interpersonal Skills