

Roxanne Febles
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Experience

National Urban Technology Center, New York, NY 2001 -- Present
Executive Assistant: Manage day to day activities for Accounts Receivables and Payables; maintain budgetary records; provided audit support; familiarity with FundEZ accounting system; maintenance of office equipment; manage office activities
Administrative Assistant: Marketing and administrative support; maintained contact/marketing data-bases
Technician: Provided technical support for non-profit organization; refurbished Pentium class machines; set up PC systems and configure software/hardware to meet individual user needs; installed and configured peer-to-peer networks; Training Assistant

Schenker International Inc New York, NY 1985 – 1997
Consultant/Accounting Liaison: Analysis and corrections of accounting discrepancies between three computer systems
Accounts Payable Supervisor: Analysis, reconciliation, and processing of overhead accounting department activities and accounts
Secretary to Corp. Controller: Maintenance of insurance files, processing of income reports, profit/loss statements, other secretarial duties
Clerk Typist: Maintenance and processing of vendor accounts and payments

Commercial Credit Business Services New York, NY 1977 – 1984
Senior Record Clerk: Analysis, reconciliation, and verification of clients' monthly ageings, invoices, activity reports, delivery documents, and credit notes.

Hotline/Union Settlement New York, NY 1968 – 1972
Telephone Counselor: Provided referral information and counseling on a one-to-on basis; established/maintained referral relationships with community based support agencies

Skills

◆ Over 15-year's experience in accounting ◆ A+ certified ◆ MOUS Certified-Word 2000 ◆ Practical hands-on experience with assembly, troubleshooting, and repair of computers ◆ Excellent customer relations skills ◆ Ability to function effectively as a team player, as well as working independently to achieve organizational objectives ◆ Bilingual: English/Spanish

Education

National Urban Technology Center (Certificate)	New York, NY	2000 – 2001
Stuyvesant High School (Academic Diploma)	New York, NY	1971 – 1974