

## Lydia Rosario

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### OBJECTIVE:

To obtain a position in which I am able to utilize my experience and education to manage/supervise and direct the operations of the Finance Department in the City of Paterson, but would enjoy discussing other available positions for which I am qualified.

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### EXPERIENCE:

#### INTERNAL AUDIT

2005-2014

Arce Renovations

Newark, NJ

- ✓ Job analysis and redesign
- ✓ Make recommendations on the systems and procedures being reviewed
- ✓ Report on the findings and recommendations and monitor management's response and implementation
- ✓ Plan and conduct professional management system audits
- ✓ Generate ideas to maximize assignment profitability
- ✓ Identify areas of potential efficiency improvements
- ✓ Involved in financial reporting, risk management, compliance and integrations
- ✓ Draft audit reports

#### BILLING SUPERVISOR

Sylvan Corporation

Englewood Cliffs, NJ

2005-2008

- ✓ Internal Audit
- ✓ Prepare and process all invoices and credits efficiently and in a timely manner
- ✓ Process and track all orders via inventory, systems tracking, and reporting
- ✓ Minimize costs associated with inefficiency and process cost tracking
- ✓ Decrease turnaround time, streamline work processes, and work cooperatively
- ✓ Track all invoices to be accurately billed
- ✓ Process payroll and all expense reports
- ✓ Monthly bank reconciliation for month end process

#### RECEIVABLES / PAYABLES

Sylvan Corporation

Englewood Cliffs, NJ

1999-2004

- ✓ Internal Audit
- ✓ Administered receivables and payables on a regular basis
- ✓ Implemented all collection of delinquent processes
- ✓ Developed payment plans and negotiated if required
- ✓ Maintained receivable balances
- ✓ Maintained records of received inventory and inventory of returns
- ✓ Managed and delivered all collected revenue to vault operations
- ✓ Provided training to all collectors and subordinates
- ✓ Manage the resolution of escalated customer service issues
- ✓ Troubleshoot; research complaints – cancel, reschedule or post all changes
- ✓ Formulate adjustments and/or recommendations to resolve issues

#### PERSONNEL

2000-2007

Sylvan Corporation

Englewood Cliffs, NJ

- ✓ Provided and carried out administrative support in the form of personnel administration for specific departments
- ✓ Adept with production handling and coordination
- ✓ Implemented of amended contracts and termination of employment and term
- ✓ Handled production and maintenance of staffing records
- ✓ Produced advertisements situated to mobilize employment opportunities
- ✓ Interviewed, trained and monitored recruit progress
- ✓ Discussed budget, salary, benefits and company plans for tenure
- ✓ Resolved internal disputes and animosity

## ADMINISTRATIVE ASSISTANT

1999-2005

North American Corporation

Englewood Cliffs, NJ

⌘ Self-Directed Administrator ⌘ Highly Organized ⌘ Records Management ⌘ Time Management  
⌘ Team Player ⌘ Meticulous ⌘ Process and Procedure Compliance ⌘ Results Driven

- ✓ Developed, amended and implemented "Policy, Process and Procedures" when necessary
- ✓ Coordinated and presented on-the-job training
- ✓ Promoted and provided a optimal quality customer service
- ✓ Reduced social loafing and encouraged personal as well as professional development
- ✓ Job analysis and redesign
- ✓ Make recommendations on the systems and procedures being reviewed
- ✓ Report on the findings and recommendations and monitor management's response and implementation
- ✓ Plan and conduct professional management system audits
- ✓ Generate ideas to maximize assignment profitability
- ✓ Identify areas of potential efficiency improvements
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### **EDUCATION:**

- ⌘ BA: Psychology MONTCLAIR STATE UNIVERSITY UPPER MONTCLAIR, NJ (MAY 2006)
- ⌘ AA: Psychology PASSAIC COUNTY COMMUNITY COLLEGE PATERSON, NJ (MAY 2005)

### **NATIONAL HONORS SOCIETY:**

- ⌘ Chi Alpha Epsilon ⌘ Phi Theta Kappa

### **SKILLS:**

Solid, effective and efficient computer skills (Microsoft Office – Word, Excel, & Power Point) with Internet communications comfort and control in utilizing new software with the ability to learn new proprietary systems, as well as, other databases.

### **OTHER EXPERIENCES:**

- ⌘ Management/Supervisor ⌘ Sales/Revenue ⌘ Budget/Expenditures ⌘ Payables/Receivables
- ⌘ Collection>Returns ⌘ Customer Service ⌘ Community Liaison ⌘ Community Outreach

### **LANGUAGES:**

- ⌘ Fluent in Spanish
- ⌘ Fluent in English
- ⌘ American Sign Language

*\*\*\* References Available Upon Request \*\*\**