

Alyssa Campitelli

Experienced Administrative Assistant and Editorial Model

W: <http://www.worky.com/alyssa-campitelli>

I am very a focused person. I am able to multi-task, and think that that is important to be able to do in any job setting. Excelling and going "above and beyond" in my job is always something that I aim for. It is also very important to me that I am able to be recognized for my hard work and that I am also able to grow within the company I work for.

Alyssa Campitelli's Professional Experience

- 2010 - Present **Danella Companies, Inc. - Payroll Assistant**
Daily use of Microsoft Excel, review and publish construction workers' time sheets, organizing car inspection sheets, filing, use "Fleethawk" GPS tracking software to monitor employee vehicle status, handling confidential employee information, produce spreadsheets to facilitate organization of employee data for payroll purposes.
- Key Skills construction, data, EXCEL, Filing, Payroll
- 2009 - Present **Reinhard Model and Talent Agency - Editorial Model**
Travel to client's location and follow their instruction, coordinate with agency to ensure the execution of best practices, organize photo shoots with clients and photographers to consistently update agency.
- 2010 - 2010 **2b bebe - Stylist**
Customer assistance, obtain sales leads to meet daily quotas, operate cash register, stock products, overnight shipments, field incoming phone calls, cold call sales.
- 2010 - 2010 **ANN INC. - Sales Associate**
Customer assistance, operate cash register, stock products, overnight shipments, open/close store, screen phone calls and schedule appointments, placing customer orders via computer ordering system.

Alyssa Campitelli's Education and Qualifications

- 2009 **Higher Diploma - Liberal Arts**
Montgomery College
- 2007 **Bachelor/Degree - Diploma,**
Pottsgrove High School

Alyssa Campitelli's Additional Information

Links

Portfolio - <http://www.modelmayhem.com/596412>

Linkedin Profile - <http://www.linkedin.com/in/alyssacampitelli>
