

DEBRA S. PATTERSON
19 COLGATE ROAD
OAKLAND, NEW JERSEY 07436
(201) 337-2286 / (201) 321-7828 cell

SPECIAL ATTRIBUTES: Energetic, loyal, results-driven Administrative Assistant with emphasis toward accomplishing departmental and organizational goals. Proficiencies include Gregg Shorthand, Microsoft Word, Access, ACT, Smart Office, CICS, and Paperclip programs. Quick to learn new systems, procedures and software.

EXPERIENCE: *owR Opinion, LLC – Oakland, NJ* **2000 – 2009**

Administrative Assistant to Managing Partners/Case Managers

- Fulfilled Commissions scanning/processed statements
- Organized/distributed 1099's accurately and timely
- Receptionist
- Data entry of incoming new business applications
- Secured medical records
- Processed mailings
- Scanned critically sensitive documents and life insurance policies
- Provided management with daily status updates/reports
- Daily interaction to resolve outstanding issues with carriers and consultants

R.H.M., Inc. - Wayne, NJ **1993 – 1999**

Secretary/Data Entry-Business Development

- Posted income data
- Processed information and resource requests
- Assisted with mail processing
- Organized and maintained current mailing lists
- Generated/distributed daily deposit income reports to Comptroller, Business Administrator, and President
- Processed and mailed receipts to donors, maintained log and organized receipt files.

Russ Berrie and Company, Inc. – Oakland, NJ **1998 – 1998**

Executive Secretary/Administrative Assistant to Founder, Chairman, and C.E.O. as well as support to Director of Corporate Affairs, V.P. Marketing and Directors of Advertising and Public Affairs.

- Fulfilled all facets of administration support to above executives

ITT Corporation – Midland Park, NJ **1981 – 1986**

Executive Secretary to President/General Manager as well as Directors of Marketing, Finance, Personnel, and Industrial Relations.

- Compiled data and developed statistical reports
- Daily administrative needs
- Corporate liaison to all executives and personnel located at Mexico City, Louisiana, and Midland Park business operating units.

EDUCATION: The Berkeley College – Ridgewood, Waldwick, Paramus, NJ
Graduated with honors in Gregg Shorthand

ACCOMPLISHMENTS: C.P.R.-AED certification