***Laneta Gillman***

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**WORK EXPERIENCE**

**Mount Hope AME Zion Church, White Plains, NY 8/2020- Present**

**Executive Administrative Assistant**

* Attends meetings, reading correspondence; drafting letters.
* Manages incoming phone calls and directing calls to the appropriate party.
* Greets and directs vendors and guests in person or via telephone.
* Manages church calendar. Schedules meetings and conference calls for the ministerial staff.
* Prepares, edits, and keeps detailed logs of correspondence, reports, and contracts.
* Makes travel and special event arrangements.
* Prepares materials needed for the church members meeting, material that may include privileged and confidential information.
* Processes expense reports and supporting documentation.
* Maintains inventory of office supplies by checking stock periodically.
* Placing and expediting orders for supplies; and verifying receipt of supplies.
* Prioritizes and manages multiple projects; compiles supporting materials for projects; follows through on issues in a timely manner.
* Assists other support staff as necessary; interacts with all levels of internal leadership, as well as outside clients, vendors, and other external parties.
* Other duties as assigned.

**The Kasper Group - Women’s Apparel, New York, NY  6/2017- 7/2020**

**Account Services Coordinator**

* Entered new sales orders in SAP system.
* Reviewed and updated 860 reports for EDI accounts.
* Updated Amazon Vendor Central for shipping and unavailable units.
* Reviewed and updated materials, prices, date changes, sales units, and plants.
* Reviewed and accepted purchase orders in RECON (Pre-Processor Reconciliation) for Amazon, Macys, Belk, Dillard’s, Boscovs, Lord&Taylor, K&G, Zappos, Burlington, Stein Mart, and TJ Maxx/Marshalls accounts.
* Worked closely with Allocations team to get orders updated and sent to Warehouse.
* Worked closely with the Sales and Production Team regarding order discrepancies.
* Backup for Senior Customer Rep. with some of her accounts in her absence.

**Nine West Ladies Footwear and Accessories, New York, NY 10/2001- 6/2016**

**UPC/PDM Coordinator (Product Data Mgmt.)**

* Setup new styles in SAP Material Master UI system for Nine West and Bandolino Footwear brands.
* Assisted Product Development with creating new materials, colors, and vendors in PLM system for style setups and line sheet creation.
* Checked Purchase Orders and Sales orders for maintenance updates on styles.
* Maintenance of style master, including all changes and additions for Nine West and Bandolino brands.
* Researched and supplied initial approval of style names for Nine West and Bandolino footwear brands.
* Maintenance of colors and size run tables in SAP system.
* Liaison between Production department and external customers in locating products in third party UPC GXS catalog to solve product data issues (i.e. colors, missing UPC’s, and nrf codes), provide UPC’s to outside vendors.
* Identified, communicated and solved potential probl), provide UPC’s to outside vendors ems relating to product.
* Created color generics, set up vendors, and materials in the PLM system.
* Created Sales orders in SAP system.
* Transmitted material data into the Camuto Product Catalog.

**Data Order Entry Processor 10/2001-11/2002**

* Entered customer orders for Nine West, Easy Spirit, Enzo Anguilini, Bandolino, Esprit, Specialty Marketing, and Gloria Vanderbilt Divisions.
* Entered EOM door sales for Strategic Planning for Nine West Divisions.
* Occasionally stamped and handed out orders to other co-workers.

**Chase Manhattan Bank**, **New York, NY 8/1991- 3/2000**

**Customer Service Representative**

* Processed account transactions, check cashing, answer telephones, file, and fax.
* Assisted customers with account inquiries, assisted tellers with EOD processing.
* Opened/closed new and existing accounts, resolved account issues, safe deposit boxes.
* Managed Cash Vault.
* Ordered currency/coins on a weekly basis.
* Answered multi-line phone system.

**Skills**: Microsoft Word, Excel, Outlook

**Software:** AS400, Fox Mainframe, SAP, PLM

**Berkeley College, White Plains, NY**

Associate in Applied Science degree, **Major**: Automated Office Technology