



Brittany Boccio

Versatile Background

Huntington, NY

(516) 477-2624

brittanyboccio@hotmail.com

[Brittany's LinkedIn](#)

EXPERIENCE

Comco Plastics, Inc., Long Island, NY — Executive Assistant

November 2020 - November 2021 - Left due to position closure

Reported directly to the President/CEO of the plastics manufacturing company. Responsibilities included calendar optimization, appointment scheduling, meeting coordination and participation, event planning, and presentation preparation and delivery. Additionally, as an HR assistant using HireRight I processed pre-employment background checks and drug screens, managed all aspects of new employee onboarding, as well as new talent recruiting and conducting interviews, via Indeed for Employers. As PayChex Flex Administrator, I assigned and followed up with all HR trainings. Also, designated as Cyber Security Manager, I monitored employee trainings, progress, and cyber threats enterprise wide. Additionally, I am Toyota Lean 5S and Kaizen trained, handled all social media management, and possess OSHA safety certifications, as well as Cyber Security certifications

LI Hispanic Chamber of Commerce, Long Island, NY — Executive Assistant/Consultant

March 2019 - March 2020 - Left due to Covid pandemic closure

Reporting directly to the President/CEO, my responsibilities included handling scheduling, customer relations, assessing business strategies, planning company events and the annual gala, coordinating sponsorships, strategizing social media presence, handling finances, and attending board meetings.

K&B Seafood Inc., Long Island, NY — Executive Assistant

June 2016 - October 2017 - Left due to business closure

Managed and performed daily tasks directly for the CEO of a worldwide seafood distributor, including call answering, addressing, and directing customer concerns, fulfilling sales, paperwork, setting appointments, handling finances, marketing, social media, and day-to-day activities. Worked independently to meet deadlines, prioritized and managed multiple projects and various multi-tasking responsibilities. Proficient in customer service relations issues

SKILLS

Proficient in Microsoft Office and Google Suite

Toyota Lean, Kaizen, HireRight, JobBoss and PayChex Flex Softwares

OSHA and Cyber Security certifications

Proficient in Social Media platforms

Negotiating and Sales

Fast Paced Environment

Excellent Communication

Customer Service

EDUCATION

LIU Post, Greenvale, NY — Master of Business Administration

MAY 2019

LIU Post, Greenvale, NY — Bachelor of Arts

MAY 2011

Morgan Stanley, Long Island, NY — *Financial Advisor*

February 2017 - May 2017 - Took time off to focus on school

Financial Advisor who consulted with clients to determine financial need, goals, and to develop a growth plan, exceed financial sales goals, continuously network, and build individual client base, promptly resolve customer service issues and answer financial questions, and offer detailed, research-based advice on strategies to meet client needs.

Innovation Immersion Program (LIU IQ), Long Island, NY — *Business Consultant*

September 2015 - May 2016 - Left due to end of school internship

Consulted collaboratively in a global, student-run consultancy with like-minded colleagues to accelerate the growth of technological ventures in a multitude of industries.

Consulted and advised business firms in strategy, market assessment, competition analysis, valuation, and corporate governance.

WRB P.C., Attorney at Law, Long Island, NY — *Legal Assistant*

August 2012 - January 2016 - Left to begin school

Received and processed all office payments in the form of checks, cash, and credit or debit cards. Composed and revised legal documents for an attorney, including letters, dispositions, real estate filings, and court filings. Answered direct attorney phone lines and acted as a liaison between clients and attorneys. Ensured legal documents were processed and handled in a timely and efficient manner to comply with appropriate regulations and deadlines and filed all documents through a web database for all office clients.

Merrell, Long Island, NY — *Sales Associate*

May 2011 - August 2012 - Left for a better opportunity

Ensured exceptional customer service in accordance with the corporate standard for excellence. Provided personalized assistance to customers with the goals of ensuring a positive shopping experience and establishing a basis for repeat patronage. Positioned merchandise for maximum display effectiveness, as well as helped to run events to showcase the products and build connections for the business.