**Holly Boyle**

**4 Brook Court**

**Walden, New York 12586**

**(845)778-3709**

**(845)527-1033**

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**PROFILE**

Dedicated and professional office manager with over 15 years of experience in heavy-volume, fast-paced environments. Strong client-focus, with attention to detail and excellent follow-through. Experience encompasses Project & Document Management, Analysis, Marketing and Public Relations. A Motivated self-starter who’s earned a reputation for being proficient, hardworking and reliable.

**KEY COMPETENCIES**

•Microsoft Office Suite •Management Decision Making •Principles of Marketing

•Brochure Design •Sales Proposals •Business Law

•Consumer Liaison •Shipping and Receiving •Billing Department

•Purchasing Department •Human Resource Management •Quality Control Management

**EDUCATION**

A.A.S. - Business Management: Berkeley College, White Plains, NY

**PROFESSIONAL EXPERIENCE**

**Outside Sales Representative**

New York Life Insurance Company 2012-Present

* Maintain contact with all clients in the market area to ensure high levels of Client Satisfaction.
* Demonstrate ability to interact and cooperate with all company employees.
* Build trust, value others, communicate effectively, drive execution, foster innovation, focus on the customer, collaborate with others, solve problems creatively and demonstrate high integrity.
* Maintain professional internal and external relationships that meet company core values.
* Proactively establish and maintain effective working team relationships with all support departments

**Office Manager/Sales Associate**

Agostinho and Associates - Stockholm, NJ 1995-2009

* Good after sales services as this is the quality that guarantees repeat customers
* Complete knowledge of the product and service
* Ability to multitask
* Ability to meet target dates
* Be on constant lookout of sales prospects
* Work on-call even at odd hours for clients benefit

**VOLUNTEER EXPERIENCE**

Most Precious Blood -Walden, NY

* Confraternity of Christian Doctrine Teacher
* Encouraged children to learn through games by inventing games with the use of a computer
* Coached basketball at their summer youth league for over ten years and helped score keep for games