

LAURA BENSON

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PROFILE Highly organized individual with 5+ comprehensive experience in customer relations. Thorough and detail-oriented with a demonstrated commitment to excellence. Proven ability to thrive in a fast-paced environment through advanced multitasking skills. Solid oral and written communication skills. Bilingual: Fluent in English and German

OFFICE SKILLS Microsoft Office (MS Word, Excel, Access, Outlook, PowerPoint), Ceridian

EXPERIENCE **MACY'S INC.**, NEW YORK, NY 2/2007-PRESENT

Administrative Assistant – Human Resources

- Supported HR Coordinator, Benefits Manager and Campus Recruiter with daily tasks and duties.
- Prepared employment verification letters & handled all aspects of benefits enrollment (forms, checklists, sending information to vendors, processing changes).
- Input education/previous employment in Ceridian for new hires

Pathmark, Monsey, NY

3/2005-1/2007

Cashier and Deli Service

- Provided customer service in a friendly, courteous and professional manner
- Handled cash, credit card and debit transactions

Ruby Tuesday, Nanuet, NY

2003-2005

Waiter/Host

(Seasonal)

- Performed customer service by greeting customers and escorted them to seats
- Answered questions regarding menu items and daily specials
- Took food and drink orders
- Ensured work stations and dining areas were sanitary

EDUCATION **Rockland Community College**, Suffern, NY Currently Enrolled
A.S. Business Administration
G.P.A: 3.7

*References available upon Request