

Judith L. Aiello

3024 Meadowvue Ave.
Pittsburgh, PA 15227

(412) 400-8752 (Cellular)
jlaiello1922@gmail.com

PROFESSIONAL EXPERIENCE

Office Manager January 2007 – Present
Fidelity Flight Simulation (F2Si)
Pittsburgh, PA

Business Development

- Respond to inquiries by phone and in writing.
- Write, proofread and format various documents and proposals.
- Coordinate booth space, furniture, brochures, travel arrangements, and booth shipment for all Trade Shows.
- Design and implement printing of new product brochures.
- Website redesign and upkeep.

Bookkeeping using QuickBooks Professional 2012

- Creating Purchase Orders
- Invoicing
- Bill Entry
- Implemented in-house payroll and monthly reconciliation.
- Quarterly and yearly tax reporting.

Other Responsibilities

- Order manufacturing and office supplies.
- Administrate new hire paperwork including benefits package, direct deposit and employee handbook.
- Manage minutes from Board and Shareholder meetings.
- Create and Design a HMI, using C-more software, to invoke faults in simulators on a touch screen panel.
- Miscellaneous filing and organization.

Assistant Project Coordinator

June 2006 – January 2007
University of Pittsburgh
Epidemiology Data Center
Pittsburgh, PA

- Negotiate function space, room rental and hotel services in and out of state.
- Develop agenda, meeting presentations; manage minutes and resulting action items from various committee meetings.
- Design and implement printing of promotional brochure.

Catering Sales Manager

April 2005 – April 2006
Hilton Pittsburgh
Pittsburgh, PA

- Maintain or exceed budgeted sales and profits.
- Negotiate function space, room rental and hotel services.
- Oversee banquet staff to assure proper set-up and service.
- Work in conjunction with accounting to make sure payment is received.

Meetings and Conventions Manager

May 2004 – April 2005
Doubletree Hotel
Crystal City, VA

International Conference Manager

April 2002 – May 2004
University of Pittsburgh
Pittsburgh, PA

Pre-Conference

- Developed agenda, meeting presentations, and manage minutes and resulting action items from board meetings.
- Created and managed database to efficiently maintain all incoming information and data.
- Designed and arrange printing of all conference materials relating to the technical program.
- Refreshed and managed conference web page.
- Tracked expenses and maintain budget for all conference activities.

Conference Activities

- Produced proceedings on CD-ROM of all manuscripts submitted.
- Managed logistics for conferences with hotel staff in regards to technical session room assignments and designing menus for conference gatherings.
- Managed all onsite staff and activities relating to registration and technical sessions.

Post-Conference

- Managed closing of all conference activities.
- Finalization of budget.

Marketing Intern

2000 - 2001
Fidelity Bank
Pittsburgh, PA

- Developed and coordinated Public Relations events for several branch locations.
- Originated and implemented a standardization of marketing materials and marketing audits for all branch locations.
- Co-developed the organization and implementation of grand opening events for a new branch location.
- Coordinated with vendors on procurement of various occasions for promotional items.
- Designed and implemented printing of promotional flyers.
- Conducted internet research in relation to various marketing projects.
- Maintained marketing budget of over \$300,000.00.

OTHER SKILLS

- Experienced with Delphi, System 21 and C-more.
- Well versed in many computer applications for both the MAC and PC.
- Exceptionally proficient in QuickBooks, MS Access, Adobe PageMaker, Photoshop, and Acrobat.

EDUCATION

Communication Design, B.S.

1997 – 2001

LaRoche College
Pittsburgh, PA

GPA: 3.355/4.00

I worked throughout college to help finance my education.

REFERENCES

Available upon request.