

LISA WOLFF

OBJECTIVE

Motivated self-starter with experience in Human Resources, Customer Service, Sales and Financial Industry. Currently pursuing an opportunity to utilize my broad range of skills. I have proven ability to manage several projects, work independently and provide a high level of service to clients and coworkers.

EXPERIENCE

2015- Present CareerArc At Home

Sales Support Manager

- Managed a team of anywhere from 2-5 Sales Assistants
- Admin for SVP of Sales including Calendar Management, Travel and Monthly Expenses
- Generate Sales Leads for a sales team
- Responsible for Sales Reporting
- Brought in \$2M worth of leads/sales
- Created all training manuals and responsible for training all incoming Sales Assistants.

2006-2015 Stay at home wife/mom Military Family

- Stay at home mother and military wife, while husband served 4 tours of duty. I managed a household, two children and participated in several military groups providing support to families of deployed soldiers.

2003-2006 American Tower Boston, MA

Benefits Representative

- Managed all company Benefits Plans
- Handled all reporting for Benefit Plans
- Managed all company audits for 401(k)/Health Plans
- Managed travel/calendar for VP of Benefits
- Provided high level of service to all employees and vendors.
- Provided recruiting needs for benefits departments screening and interviewing

2001-2003 New England Financial Lexington, MA

Sr. 401(k) Service Representative

- Traveled around New England to perform 401(k) education and enrollment meetings
- Managed 100+ companies 401(k) plans
- Took high level of phone calls to ensure quality service
- Trained all contacts on computer systems

1999-2001 ATC Group Services Woburn, MA

HR Coordinator/401(k) Specialist

- Managed company's 401(k) Plan
- Helped maintain Health and Welfare Plans
- Created Training Manuals for all incoming employees
- Worked as lead recruiter for all hiring – performing screening and interviewing

1996-1999 Boston Communications Worldwide Boston, MA

Office Assistant/Receptionist

- Answered phones
- Handled all travel and calendars for 4 executives
- Managed companies benefits plans
- Completed monthly expenses for all executives

EDUCATION

1991-1996 Northeastern University Boston, MA

- BS of Business Communications