



PATREA CRONIN

◦ DETAILS ◦

COVENTRY
United States
9102865429
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◦ SKILLS ◦

- Ability to Work in a Team
- Customer Service
- Leadership Skills
- Ability to Work Under Pressure
- Ability to Multitask
- Adaptability
- Excellent Communication Skills
- Complex Problem Solving
- Microsoft Office
- Highly responsible and reliable
- Computer Skills
- Fast Learner

PERSON PROFILE

Self-motivated, flexible and diligent professional with over 20 years of business and volunteer leadership (U.S. Army) experience.

EMPLOYMENT HISTORY

Relationship Manager - Connecticut Components, Inc. (CCIYES) Tolland, CT

April 2023 — Present

- * Engage with Customers and Vendors to develop and maintain loyalty and customer satisfaction
- * Develop and maintain marketing campaigns to build and grow new business utilizing on-line social media
- * Develop and maintain monthly newsletter and email campaign
- * Take over the phone requests for quotes and process into orders
- * Assist warehouse with receiving and shipping when needed
- * Run and process weekly expedite report in order to track and monitor customer deliveries
- * Create new customer welcome kits and mailings
- * Review and update outdated customer data in system
- * Review and develop potential quote opportunities in government data base (SAM.gov)

Accounts Payable Specialist - Van Horst General Contractors LLC East Hartford, CT

December 2020 — October 2022

Diverse accounts payable and general office responsibilities.

- * Daily Review and input of invoices, expense reports, various bills and cash receipts
- * Processed for accuracy subcontractor weekly invoices – validating hours submitted, correct job allocation/internal job number, verifying certified payroll.
- * Monthly reconciliation of multiple company credit card statements for payment.

*Communicate and exercise quality customer service to resolve any discrepancies and/or issues with vendors

*Set up new vendor files to requesting Certificates of Insurance and W-9 forms and Hold Harmless Agreements

* Generate accounts payable reports and analysis of accounts and maintain accounts payable files.

* Analyze vendor accounts and negotiate extended terms as required.

* Conduct weekly analysis of open payable items and generate vendor check run with President and Office Manager.

* Review subcontractor invoices for release of liens and prepare when appropriate.

* Review all vehicle reports weekly; reconcile gas receipts and assign trucks to appropriate jobs.

* File and maintain vehicle records to include registration status, maintenance schedule and insurance information.

* Maintain log of company equipment and respective locations as assigned to specific jobs.

* Verify and maintain President's state licensing, certificates and requirements and provide notification of required renewals.

* Serve as back up to Receptionist for phones, hotels, and dumpster requests for job sites.

Accounts Receivable Specialist at H.L. Schiff Attorneys at Law East Hartford, CT

November 2019 — December 2020

* Processed receivables in compliance with financial firm policies/procedures.

* Verified, classified, posted, and recorded receipts to appropriate accounts.

* Reconciled client accounts to ensure payments were accounted for and posted accurately. * Resolve any discrepancies.

* Generate end of day customer reports

* Monthly reconciliation of client accounts

EDUCATION

Paralegal Studies - Manchester Community College
Manchester, CT
April 2013 — June 2014



Continued course work in Criminal Justice/Paralegal Studies that I started when my husband was active duty Army. I did not obtain my degree. It is not listed, however, I changed course and received my Connecticut Cosmetology License in 2015.



VOLUNTEER/LEADERSHIP

Family Readiness Coordinator/Volunteer
Fort Bragg, NC
April 1994 — January 2008

*Served in a leadership role as a liaison between Chain of Command and family members within various military units.

*Established and maintained communication with soldiers and families

*Planned and managed group meetings, events and coordinated guest speakers for family readiness deployment briefings

* Coordinated and trained key caller volunteers

* Planned and supported multiple fundraising events that help raise monies for family functions

* Received four (4) Certificates of Achievement and one (1) Appreciation from the Department of the Army