

JANET M. GIERSCH
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SUMMARY

Experienced Administrative/Financial professional with excellent organizational and analytical skills. Thoroughly experienced in office operations, data/budget management and tracking. Proficient in Microsoft Software. Exceptional interpersonal relations, multi-tasking, problem identification, analysis and resolution skills. Consistently deliver high quality results for visible projects in tight timeframes.

PROFESSIONAL EXPERIENCE

NORTH JERSEY TRANSPORTATION PLANNING AUTHORITY, Newark Jan. 2010 -
Administration/Finance Intern

- Review financial files for internal audit and Federal re-certification
- Executive Assistant back-up
- Ad Hoc projects: Master Plan Update – review, capture comments and changes

TEMPORARY ADMINISTRATIVE POSITIONS while seeking full time employment 2008 - 2009

BOROUGH OF WEST LONG BRANCH, NJ 2006 – 2008
Deputy Borough Clerk/Administrative Assistant

- Liaison between Governing Body and Federal, State and local agencies and officials
- Coordinated agenda items and attended borough council meetings
- Recorded, prepared and distributed council meeting minutes

HOVNANIAN ENTERPRISES, INC., Red Bank, NJ 2002 – 2006
Largest NJ homebuilder; sixth largest in US

Corporate Treasury Assistant

- Monitored/maintained 50 bank accounts (opened, closed, add/delete signers and services)
- Uncovered duplicate stock option exercise from broker and saved company an embarrassing situation with the Securities & Exchange Commission
- Prepared stock option paperwork, on line SEC filings, and managed 401(k) files
- Maintained Letters of Credit turnaround time and quality while processing a threefold increase over three years and the addition of 7 new companies Processed total of 425 Letters of Credit worth over \$300MM divided among five banks

TELCORDIA TECHNOLOGIES, Red Bank, NJ 2001 - 2002
Licensing Liaison Consultant for Intellectual Property

Provided research and analysis supporting patent licensing activities: researched payments, interpreted contracts, and resolved questions pertaining to licenses.

- Identified and recouped \$80,000 licensing fee through effective and thorough monitoring

**PRUDENTIAL PROPERTY & CASUALTY CORPORATION, Holmdel, NJ 1997 – 2001
Project Administrator/Analyst**

Prepared Point of Service Project Activity information for submission to senior management; produced customized analyses and reports for Chief Operating Officer and regional controllers

- Conducted in-depth MIS analysis and uncovered data discrepancies enabling information technology group to implement a significant number of programming changes
- Prepared, managed and analyzed a new project budget and monitored expenses meeting unit's annual targets
- Identified budget savings areas ensuring compliance with required budget cuts.

Executive Assistant

Managed calendar and appointments. Coordinated meetings with internal and external executives. Scheduled frequent executive travel to regional offices coordinating logistics with his managers.

- Set up office and procedures from scratch for new Senior Vice President of Agency Operations, Marketing and Underwriting, as new temporary employee; fully operational in one week
- Kept executive informed and briefed on critical items during his frequent business trips
- Preparation for Board Meetings and assisted visiting members and executives

AT&T, Holmdel and Middletown, NJ

Pre 1997

The 6,000 and 3,000 employee locations housed R&D engineers whose discoveries included: transistors, microwaves, Telstar and the Big Bang Theory. After divestiture, New Ventures teamed with international companies on products outside of telephony such as digitized x-rays and Pixel technology.

Finance Manager

1994-1996

- Guaranteed financial integrity with final approval on all purchase requisitions for an R&D Center with a \$60 million dollar budget
- Verified purchases were correctly billed to funded projects and accounts to accurately Reflect cost
- Produced customized budget reports for management

Center Coordinator

1990-1994

- Created database providing historical, contract and headcount information for technical contractors; maintained 150 technical out-sourced contracts worth \$12 million
- Managed process to convert technical contractors to employees
- Condensed new business unit operating procedures into a management manual for six departments
- Responsible for six departments and 850 employees coordinating space; arranged over 100 moves each year
- Of \$3.3 million space holdings, identified \$470,000 in excess space resulting in substantial savings
- Managed center-wide multi-million dollar asset inventory for directorate achieving best results in vice presidential area
- Reconciled monthly headcount figures; established, implemented and trained support staff on new procedures

AT&T, Holmdel and Middletown, NJ

Pre 1990

Administrative Assistant

- Involved in multi-locational technical area composed of on-site marketing and sales force in addition to international members of Phillips partnership with beta sites at Georgetown University Medical School and Baptist Bowman Gray
- Assistant to Head of Human Resources – developed a strong HR background in the area of hiring, transfers and terminations

EDUCATION AND PROFESSIONAL DEVELOPMENT

BS, Business Administration, Marketing Major,
Monmouth University, West Long Branch, NJ

AT&T, Prudential & Rutgers sponsored coursework in computer tools, finance, management, insurance, and municipal government

AWARDS

Hovnanian “Handshake Award” for averting a project shutdown
Prudential Property & Casualty SPOT Award for volunteering to aid
Marketing VP, when staff member suffered a stroke, staying nights and
working weekends while maintaining current workload.

AT&T Performance Awards

COMMUNITY SERVICE

Gateway National Recreation Area – History House Docent
Habitat for Humanity Volunteer, nominated to Board of Directors
National Sweepstakes Regatta Association – Treasurer
Shrewsbury Garden Club - Member and Volunteer Auditor

INTERESTS

Boating, Garden Club Competition and Travel

TRAVEL and RELOCATION

Willing to travel and/or relocate