

JAY NEUFELD

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PROJECT MANAGEMENT

CLIENT RELATIONS

EVENT MANAGEMENT

SUMMARY

- Strong project management skills, with demonstrated ability to oversee logistics and account reconciliation.
- Over 20 years experience in client relations and account management with track record of success in negotiation and dispute resolution.
- Skilled in event planning and management, particularly in conference management and entertainment sectors.

EXPERIENCE

CANTORS ASSEMBLY, New York, NY, *Administrative Manager* 1998 – Present
Financial Planning: Responsible for facilitating and maintaining records of all fiscal transactions, from accounts receivable to outgoing bills for international faith based non-profit association. Work closely with Executive Officers of organization on budget forecasts, planning, and monthly reports.

- Business Development: Initiated practice of selling publications at conferences and youth organizations, resulting in 300% sales growth over a five year period. Maintain inventory of all publications materials.
- Event Management: Serve on executive planning team for all annual conferences, handling reservations for events, coordinating arrangements with exhibitors and reviewing contractual agreements.

KUEHNE AND NAGEL, Jersey City, NJ, *Accounts Manager* 1994 – 1998
Assumed primary responsibility for collections on global accounts for international freight forwarding company with annual sales of volume of \$25MM, serving as primary liaison for European and South American markets.

- Monitored adherence to existing credit limits regarding bill payments working around client cultural variances and time differences.
- Conducted credit investigations to establish new accounts.
- Supervised cash applications and account adjustments, ensuring compliance with regulations.

REED TRAVEL GROUP, Secaucus, NJ, *Collection Manager* 1991 – 1993
Supervised billing and cash application process for authorized reseller of travel guides and reservation services with annual sales of \$20MM. Supervised four full-time billing collectors.
Reporting directly to London-based Director of Finance and CFO, developed formal credit and collections procedures, reducing late payments for “Days Sales Outstanding” by 50%.

THOMAS COOK TRAVEL, INC., East Rutherford, NJ, *Associate Credit/Collection Manager* 1989 – 1991
Responsible for overseeing credit and collection processes for 75 branch offices and nationwide accounts for global travel firm. Supervised three regional account managers.
Developed and implemented billing and cash application procedures utilized by branch offices.
Conducted site-based needs assessment of retail clients and branch offices, making recommendations on policy and procedural changes as appropriate.

LOUIS FREY CO., INC., New York, NY, *Collection Manager* 1986 – 1988
Supervised collection of overdue accounts, and created reports of payments for use in follow-up.

EDUCATION

Bernard M. Baruch College, City University of New York, New York, NY
Bachelor of Business Administration in Management

SKILLS & INTERESTS

Computer: Microsoft Office, QuickBooks Pro

Interests: Collector of sports and entertainment memorabilia.