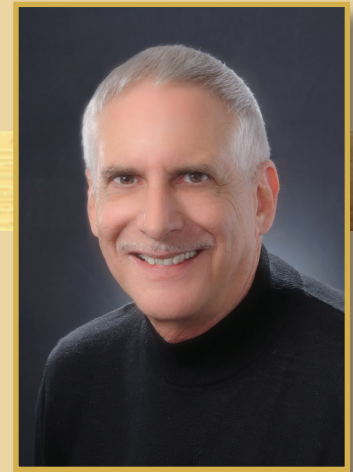


Terry A. Korfin



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JANET BROWNING TEAM

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www.janetbrowningteam.com

PROFESSIONAL PROFILE

- Administrator with a strong work ethic, organizational and communication skills, attention to detail.
- Generates enthusiasm and motivates others, hands-on expertise in employee training and mentoring.
- Promotes the work environment and institutes procedures to improve productivity, increase efficiency and enhance quality.
- Highly skilled in all aspects of office work and multi-tasking in fast-paced environment
- Dedicated to client service.

CAREER EXPERIENCE

Sunny Bippus Interiors, Inc., Office Manager - West Palm Beach, Florida

T. G. Design Inc., Design Associate- West Palm Beach, Florida

Charles R. Dear Inc., Operations Director, - New York, NY & Palm Beach, Florida

Office of the Borough President, Research Aide, - Brooklyn, NY

May, Borg & Company, Specialist Clerk, - New York, NY

Trading Floor of the American Stock Exchange

SUMMARY

The diversity of my employment experience has provided me with multiple skills enabling me to provide the research, administrative and support services necessary to any business operation.

EDUCATION

Rutgers University - Newark, New Jersey

Major: Business Administration

Roselle Park High School - Roselle Park, New Jersey

Course of Study: College Prep

Certificate: Diploma



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