

Detra A. Lewis
804 Upton Way
Somerdale, NJ 08083
Email: dtra.lewis@gmail.com
Phone: (856) 816-6184

Confident, well developed leadership skills, experience with program and database development
Problem-solving and analytical thinker, strong communication skills
Proficient with MS Office, Lotus Notes, Windows XP and the Internet
SAP for inventory management, Quickbooks 2004, Morton E-enterprise and Colleague software

EDUCATION:

Master of Business Administration June 2008

Master in Education June 2011

Strayer University, Center City, PA

Bachelors in Industrial Organizational Psychology May 2005

Albertus Magnus College, New Haven, CT

EXPERIENCE:

Program Officer, September 2014 to present

NJ Economic Development Authority, Trenton, NJ

- Responsible for coordinating/completing various eligibility, pre approval and post closing
- Review business financial information and invoices for disbursement
- Review projects during the underwriting process to ensure compliance is in order with NJEDA and HUD guidelines
- Coordinates environmental review of projects as required by HUD with NJEDA
- Provides underwriting support, by proofreading analysis and attending site visits
- Analysis information submitted by applicants to determine project cost reasonableness using RS means and/or processes outlined in the NJEDA policies.
- Analysis detailed invoices, payroll records, processed checks, credit cards and bank statements submitted by applicant to determine loan eligibility amount for disbursement

Logistics Coordinator, July 2013 to September 2014

Ohm Laboratories, Princeton, NJ

- Reviews, maintains and files all import/export documents required by US customs law
- Ensures compliance with all government laws and regulations for our import/exports
- Coordinates all domestic shipments and international air/sea of pharmaceutical products into and from the U.S. from various supply points
- Review import/export documentations for accuracy and ensure timely release and receipt of shipments.
- Decide on best mode of transportation; based on rates and providers priorities
- Updates status of shipments into SAP. Generate daily in-transit reports and delivery schedules
- Month end reports, report areas of concern and suggest possible solutions
- Executes dispatch plan from 3rd party supply points (domestic and international)
- Arrange transportation of product from 3rd part

Order Processing Coordinator, December 2012 to July 2013

Oki Data Inc - Mount Laurel, NJ

- Ensure internal and external customer satisfaction, related to customer orders and customer requests
- Ensure timely and accurate processing of all customer purchase orders, and working with operations and product management group on ways to reduce lead time to customers
- Follow-up with customers to ensure customer satisfaction with products and services provided
- Serve as a liaison with sales, manufacturing, and shipping personnel

Logistics Coordinator, October 2005 to December 2012

Okidata Inc, Mount Laurel, NJ

- Provide logistical support for product movement
- Corresponding with freight vendors for products to be disbursed correctly
- Invoicing product for shipping throughout the United States and Internationally
- Record details of inquiries, comments and complaints
- Direct request and unresolved issues to the designated resource
- Arrange warehousing and transportation of products to customers

Academic Advisor Assistant, September 2001 –May 2005

Office of Continuing Education, Albertus Magnus College, New Haven, CT

- Advise students about academic requirements and selection of courses
- Coordinate with students regarding registration and academic probation
- Review and interpret standardized test scores, unofficial transcripts, and course prerequisites
- Maintained accurate records of interaction with students
- Participate in the development, implementation, review, presentation, and revision of orientation for first-time college students and transfer students

Resident Advisor September 2002- May 2005

Department of Student Services, Albertus Magnus College, New Haven, CT

- Managed three College residence hall of up to 500 diverse undergraduate students
- Assisted in the recruitment, selection and training of new Resident Assistants
- Mediated conflicts between residents and enforce the rules and regulations
- Organized social programs and floor meetings
- Participated on Student Life Council
- Maintained bulletin boards and fliers with up-date and useful information
- Room evaluations; such as maintenance and damage of rooms and room assignments
- Create Programming with a budget designed to build community
- Counsel students on various personal and academic issues

Human Resource Internship, August 2004- May 2005

Henderson Associates, New Haven, CT

- Improved the effectiveness of goals/objectives through diversity seminars
- Designed and implemented specific initiatives at the strategic, operational, and tactical levels
- Identified, developed and recommended Diversity awareness opportunities
- Developed and coordinated training sessions for diversity awareness

Accounts Receivable, May 2002- January 2004

A.C. Moore, Berlin, New Jersey

- Responsible for processing of monthly statements and balance inquiries.
- Developed formal system for employee file documentation.
- Handled the tasks of reviewing and approving payment coding and monthly invoices
- Conduct account research and analysis for collections

Accounts Receivable Specialist, September 2004 - May 2005

Jefferson Archives, New Haven, CT

- Corresponded with clients regarding accounts and payment
- Responsible for reviewing aged receivables, preparing and submitting recommendation to write off bad debts
- Ensured that the data is entered in accordance with company guidelines
- Send statements to outstanding customers