

# CAMILLE BAYLY

**B.S. Marketing**

34 Lyon Street

Valley Falls, NY 12185

(518) 810-7520

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## EDUCATION:

**B.S: Plattsburgh State University of New York – Marketing**

2010

## WORK EXPERIENCE:

### **Accountant**

Windsor Development Group, Inc.

10/16- Present

Clifton Park, NY

- Process accounts payable and accounts receivable for fifteen entities and their respective tenants
- Interpret lease documents and bill tenants accordingly
- Maintain vendor files and subcontractor trade agreements
- Prepare monthly balance sheets; quarterly and annual income statements
- Book school and property taxes to respective companies and bill on a pro-rata basis
- Input contracts, construction budgets, and schedule of values for multiple development projects
- Process AIA forms and Release of Liens for payment to Contractors

### **Small Business Specialist**

Citizen's Bank

08/2014-June 2016

Troy, NY

- Sought and implemented cross sell opportunities to enhance small business products and services
- Developed and distributed marketing materials for direct target market
- Conducted 20 outbound phone calls per day to business customers and prospects
- Earned 100% on 10 customer satisfaction surveys: resulting in 5 star score for branch
- Awarded top 4 banker in region for Quarter 1 of 2016

### **Attendance Clerk**

Hoosic Valley High School

03/2013-08/2014

Schaghticoke, NY

- Process and maintain attendance records and generate reports

### **Personal Banker**

J.P. Morgan Chase

08/2012-02/2013

Queens, NY

- Resolved customer service issues while overcoming language and cultural barriers
- Demonstrated ability to work without an agenda to exceed sales threshold by 75%

### **Associate District Manager**

ADP Small Business Division

09/2011 - 07/2012

Queens, NY

- Generated sales driven by prospecting, marketing campaigns, executing sales presentations
- Developed direct mass mailings which resulted in 8% growth of customer base

## ADDITIONAL EXPERIENCE:

### **Chapter Advisor**

Delta Phi Epsilon International Sorority

06/2015-08/2017

Albany, NY

- Provide guidance to college chapter including creating and managing chapter budget and funds

### **Marketing Intern, Employee Assistance Services**

Behavioral Health Services North

09/2009 – 12/2010

Plattsburgh, NY

- Worked independently to develop and launch marketing plan
- Created and instituted training programs with clients

**COMPUTER SKILLS:** Expertise in Excel and report generation. Distinguished written communication skills through the use of email and presentations in PowerPoint. Proficiency in networking through the use of social media platforms.