LAURA A. MAJKOWSKI

Founder & Virtual Administrative Professional | Remote Only

lauraamajkowski@gmail.com | 516-941-7733 | linkedin.com/in/lauraamajkowski/

PROFESSIONAL SUMMARY

Administrative professional with more than a decade of experience in executive support, office management, human resources, and business operations. Founder of Majkowski Administrative Services, providing remote administrative assistance focused on research, documentation, correspondence, records organization, and project coordination. Experienced in confidential communications, complex scheduling, vendor coordination, workflow management, and independent problem-solving.

CORE SKILLS

Virtual Administrative Support • Executive Administrative Assistance • Research & Documentation • Professional Correspondence • Document & Records Management • Project Coordination • Microsoft Office & Google Workspace • HR Operations • Payroll Systems (Paycom, Paylocity, Kronos)

PROFESSIONAL EXPERIENCE

Majkowski Administrative Services | Founder & Virtual Administrative Professional | Nov 2026 – Present

- Established an independent, fully remote administrative assistance business serving individuals, independent professionals, and small businesses.
- Offer defined-scope support in virtual administration, research, documentation, professional correspondence, and administrative project coordination.

MAX Delivers (via BELAY) — Remote | HR Generalist | Jan 2025 – Jun 2025

- Managed payroll pre-processing, onboarding, benefits administration, employee relations, and vendor coordination.
- Led Paycom-to-Paylocity HRIS transition, including staff training, troubleshooting, and post-migration workflows.
- Coordinated recruiting and supported I-9 verification, ACA reporting, and HR audits.

The Omni Homestead — Hot Springs, VA | Executive Assistant to Executive Leadership Team | 2022 – 2024

- Provided high-level administrative support, executive scheduling, and confidential communications.
- Coordinated internal and external meetings, travel, guest relations, and executive/VIP events.

Pharmerica (ChemRx) — Long Beach, NY | Recruiter / Compliance Coordinator | 2019 – 2020

- Filled approximately 70 roles across four locations; managed onboarding, certifications, and regulatory tracking.
- Supported compliance with New York State safety and licensing requirements.

GreenKey LLC — Long Island, NY | Contract Administrative & HR Assignments | 2018 – 2019

- Recruiting Coordinator, Catholic Health Services (Apr–Jul 2018): Coordinated interviews, onboarding, and tracking.
- Organizational Analyst, Southern Glazers Wine & Spirits (Aug–Dec 2018): Audited workforce data for 500+ employees and restructured organizational charts in SAP SuccessFactors.
- Benefits Assistant, Winthrop Hospital (Dec 2018–Mar 2019): Supported enrollment, inquiries, documentation, and confidential records.

Royal Systems — Mastic Beach, NY | Sales Assistant / Office Manager | 2010 – 2018

- Managed customer service, client relationships, payroll, vendor relations, inventory, scheduling, and business records.

- Handled deposits, business filings, installation coordination, and daily operational administration.
- Contacted 100+ businesses daily, converting approximately 10% into warm leads.

Faculty Student Association, Stony Brook University | **HR Assistant** | Oct 2008 – May 2010

- Conducted campus-wide employee satisfaction survey and data analysis; reporting and recommendations contributed to a 20% reduction in turnover.

ENTREPRENEURIAL EXPERIENCE

E-commerce Business Owner | 2020–2022 — Launched and operated a plant-stand dropshipping business, managing branding, customer engagement, and digital marketing. Tools included Shopify, WordPress.com, Canva, Google Analytics 4, Mailchimp, Adobe Illustrator, and social media marketing platforms.

EDUCATION

Bachelor's Degree in Social Sciences | Stony Brook University — Stony Brook, NY