Alexander L. Carr
79 Sylvan Place, Valley Stream, NY 11581
(516) 946-5933 | commish1964@aol.com

Executive Office Manager & Financial Operations Leader

Dynamic and solutions-driven management professional with over 25 years of progressive leadership in office management, accounting, and operational streamlining within real estate, finance, education, and service sectors. Proven history of optimizing processes, managing cross-functional teams, and delivering high-quality financial oversight for both small businesses and large corporations. Renowned for strong problem-solving skills, keen attention to detail, and the ability to build trusted relationships with ownership, staff, and external partners.

CORE COMPETENCIES

- Office & Operations Management
- Human Resources & Payroll Administration
- AP, AR & Financial Reporting
- Vendor & Client Relations
- Budgeting & Forecasting
- Team Leadership & Staff Training
- Compliance (Regulatory, Legal, SEC, NASD)
- Process Optimization & Technology Integration
- Strategic Planning & Project Management

PROFESSIONAL EXPERIENCE

United Properties Corp. — East Meadow, NY

Office Manager | September 2006 – May 2025

- Directed all HR functions, including payroll, insurance, and pension plans for a major property management firm.
- Oversaw tenant administration: billing, lease review, conflict resolution, legal coordination, and collections.
- Managed accounts payable/receivable, approved payments, negotiated with vendors, and generated detailed financial and operational reports.
- Collaborated with accountants to produce reconciliations and handle monthly/year-end closeouts.
- Served as a key liaison to attorneys, bankers, brokers, and family stakeholders, providing nightly reporting and executive support.

Baer & Baer CPA's — Valley Stream, NY

Accounting Assistant | May 2004 – September 2006

- Supported monthly record-keeping for commercial clients and prepared tax returns and bank reconciliations.
- Assisted IT staff in system updates and troubleshooting to improve workflow efficiency.

New York College of Traditional Chinese Medicine — Mineola, NY

Controller | June 2002 – May 2004

- Led budget development, long-term planning, and financial management with Board and executive leadership.
- Produced official financial reports, maintained general ledgers, managed student billing, and performed HR/payroll functions.
- Streamlined office operations, supervised inventory and events, and served as key staff/faculty liaison.

Image Direct — New York, NY

Accounting Manager | November 2000 – March 2003

- Directed AP/AR, payroll, and HR operations, collaborated with external accountants, and managed office logistics.
- Scheduled meetings/photoshoots and oversaw commission payments for the creative team.

First Providence Financial Group — New York, NY

Assistant to President | August 1998 – October 2000

- Supervised human resources and commissions operations, designed analytics and compliance reports, ensured NASD/SEC compliance, and facilitated interdepartmental collaboration.
- Resolved customer/firm discrepancies and managed special projects.

EDUCATION

- **Business Administration** — Nassau Community College, Uniondale, NY (1985 – 1987)
- **Business Administration** — Louisiana Tech University, Ruston, LA (1982 – 1984)

TECHNICAL SKILLS

- Advanced: Microsoft Office Suite (Word, Excel), QuickBooks, Peachtree, ADP Payroll
- Experienced: Vendor & Financial Systems (ILX), Windows XP/98/95/2000, General IT troubleshooting

REFERENCES

Available upon request.