

Alysia Litton

Office Manager

Education:

BFA C.W. Post Long Island University

Professional Affiliations:

New Jersey Association of School Business Officials

Experience:

Alysia is the backbone of the firm. Providing critically necessary functions to streamline processes, functionality and seamlessly interfacing with all aspects of the firm's operations. Since joining the firm, from behind the scene, Alysia ensures JBA operates smoothly and efficiently.

Primarily, in charge of the daily operations of JBA's Office.

- Financial Operations
- Staff Coordination
- Production Coordination
- Vendor Coordination
- Internal communications (Bill and Jim)

Marketing and Proposal Management

- Manages proposal requests and responses
- Manages presentation packages
- Manages design proposals and responses
- Coordinates with Marketing manager and Social Media Director.

Contractor Management

- Manages all contractor inquiries
- Manages bidders' lists
- Bidder coordination including Addenda

Convention and Event Planning

- Travel arrangements
- Entertainment planning
- Visual displays, exhibition space and furnishings
- Event giveaways and sponsorships
- The "A" in JBA as a firm ambassador

