

ADMINISTRATIVE ASSISTANT

Summary

To acquire a challenging position with a reputable agency that will allow me the opportunity to showcase and further develop my skills and gain experience.

Highlights

- Bilingual- Fluent in both English and Spanish
- Active U.S. Security Clearance granted on March 2013
- JPAS access
- Experience living abroad in Quito, Ecuador
- Ability to plan, organize, coordinate and direct Technical Proficiency
- Macintosh & Windows Software
- Microsoft Office: Word, PowerPoint, Excel, Outlook
- Adobe Creative Suite 5: InDesign and Photoshop
- SharePoint
- Social Media

Experience

Company Name City , State Administrative Assistant 08/2013 to Current I directly support the Hospitality sector and attend weekly conference calls in which I record and draft the meeting minutes for later distribution amongst the team. I create and edit monthly reports for current hospitality projects on InDesign and review for proper accuracy. I receive invoices from multiple projects and I am responsible for compiling the information and forwarding to the Project Manager for their approval before distributing the invoice packages. I schedule and coordinate appointments and sector meetings as needed. I assist the office by setting up conference calls and transferring calls to the appropriate person. I have developed various correspondences, spreadsheets and have drafted RFPs, RFIs and project contracts. I have successfully managed to coordinate and direct group conferences. I send out Courier/ FedEx/Mail as needed for Project Managers and update the internal vendor contact list.

Company Name Consular Visa Clerk 05/2013 to 07/2013 (Bureau of International Narcotics and Law Enforcement Affairs Section, previously known as NAS). I assisted the INL Officer by coordinating and managing their meetings and travel arrangements. I provided travel support to several agencies by assisting them with inquiries regarding lodging and meals per diem rates. I processed and submitted Temporary Duty Assignment (TDY) authorizations and reimbursement vouchers for government groups and was responsible for making sure that all participants traveling had the proper legal documentations to travel. I directly conducted personnel inquiries to obtain information from a number of different offices, internally and externally. I successfully arranged for foreign travel reservations and prepared official documentation pertaining to governmental training. I assisted in compiling personal information in order to prepare vetting requests forms. I supervised and escorted non-cleared General Services Office maintenance and warehouse personnel into all security controlled access areas and other locations within mission facilities and grounds. I was responsible for preparing and ensuring all materials entering the CAA secured areas had been inspected by the designated officer. I assisted the Diplomatic Security office by keeping a detailed record of all the non-cleared personnel that worked at our facilities. I was responsible for drafting, editing and publishing the U.S. Embassy's weekly newsletter. I was able to utilize my knowledge in graphics and design layout to update the newsletter. I assisted the CLO by maintaining and updating printed materials for the office and CLO website. I attended community-wide events to take photographs and promote events for the Embassy community and network with local vendors for future partnership. I successfully coordinated and promoted group excursions to destinations in various cities in Ecuador. I reviewed Non-Immigrant Visa applications to ensure proper completion and accuracy. I was responsible for overseeing and verifying all applicants' data and I managed visa printing through the Consular Consolidated Database. I assisted in the American Citizens Service section with data-entry, based on the documentation provided by travelers.

Company Name City , State Catering Sales Intern 01/2012 to 05/2012 I was involved in the marketing analysis for event planning and catered events. I assisted the Catering Sales Manager with client site visits and the distribution of promotional material. I contributed in the design layout of venues for catered events, weddings and corporate events, often working on weekends. I was able to interact with potential clients and staff by doing direct calls to local vendors in order to advertise our venue and promote events.

Education

Bachelors of Arts : Advertising & Public Relations 2012 University of Tampa University of Tampa 2008-2012 Bachelors of Arts in Advertising & Public Relations

High School Diploma : Knowledge 2008 Antilles High School Antilles High School 2004-2008 High School Diploma Knowledge, Experience & Skills Competent oral, written and interpersonal communication skills Ability to work independently or in a team Capable of handling multiple tasks simultaneously

Certifications

CAA

Languages

Bilingual- Fluent in both English and Spanish

Presentations

successfully managed to coordinate and direct group conferences

Skills

Advertising, Public Relations, Excellent Multitasker, Simultaneously, Administrative Assistant, Contracts, Fedex, Indesign, Invoice, Invoices, Project Manager, Cyber Security, Excel, Microsoft Office, Microsoft Project, Microsoft Sharepoint, Ms Office, Outlook, Photoshop, Powerpoint, Sharepoint, Word, Documentation, Access, Maintenance, Security, Clo, Drafting, Liaison, Publishing, Clients, Event Planning, Marketing, Marketing Analysis, Promotional, Sales, Weddings, Arrangements, Nas, Network Attached Storage, Training, Travel Arrangements, Vouchers, Clerk, Database, Data-entry, Printing