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OBJECTIVE

To be able to utilize my abilities of multitasking, strong attention to detail and strong communication skill to my full extent while I embark on new challenges to make a stronger and better impact for the reputable company.

CORE COMPETENCIES:

- Microsoft Office, Adobe and QuickBooks products
- Bilingual Spanish
- Filing & Data Entry
- Office Organization & Administration
- Records & Database Management

EMPLOYMENT HISTORY

Nordstrom – Commission Sales Associate 09/16-Present

- Excelled in a large team environment
- Always exceeded daily sales goals and any tasks assigned for the day
- Built relationships with customers to have a large clientele
- Educated customers on the best product or style that fit their needs
- Used every resource and tool available to maximize sales
- Frequently recognized for going above and beyond for customers upper management

The Settlement Alliance – Qualified Settlement Fund Administrator 08/15-06/16

- Liaison between our firm and the law firms within the tort and handled any special requests
- Prepared and Distributed excel sheets and reports to firms regarding their claimants and firm payments
- Handled new problems or projects with competence to assure the project would get completed
- Excelled within deadline-intensive environment, ensuring the accurate and on-time completion of all projects and follow-ups

The Lighting Company- Administrative Assistant 09/14-06/15

- Tripled revenue through online sales with websites such as Amazon and eBay
- Able to eliminate dead stock to ensure maximized revenue for newer or higher demand products
- Retrieved revenue from business through small claims court and settlements
- Managed Account Receivable, updated the company website periodically and shipped out any orders in a timely manner

Harris County Toll Road – Account Specialist 02/12 – 01/14

(Assignment through EXECUTEAM Temporary staffing)

- Earned "outstanding" ratings on quarterly reviews for the past two years. Recognized for high-quality work, organizational strengths and exceptional customer service delivery
- Became HCTRA branch primary creator of PowerPoint presentations and the main troubleshooter of MS Office issues
- Proved the ability to learn new organizational processes, workflows, policies and procedures with minimal ramp-up time

EDUCATION

2013 - 2015 University of Houston

2014- Present Irvine Valley College

References Available Upon Request