

Lleyni Perez
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Objective: To acquire an administrative assistant and/or any clerical position where I can utilize my strong organizational, communication and administrative skills to successfully grow within a company.

Language: Bi-lingual (English, Spanish)

Skills: 40 wpm, Microsoft Word, Microsoft Excel, and AMI

Education: South Fork High School Stuart, FL Graduated 2011

Employment History

2011 – 2015 Indian River Shutter Company
Palm City, FL
Production Assistant and Order Entry

Heavy Data Entry
Answer Phones
Production Schedule Coordinator
Assist Office Manager
Scanning, Emailing, and Faxing Documents
Created Spread Sheets to maintain daily production count
Open and Close Office
Distribute mail and employee pay checks
Schedule Installation
Interacted with manufacturing team to obtained status on orders
Also translated and communicated change of orders with manufacturing team
Mailed color samples through Fed Ex

2015 – 2016 Elite Medical Marketing Solutions, LLC
Stuart, FL
Order Entry

Data Entry
Organizing Markets

2016 – Current CC Metro PCS
Fort Pierce, FL

Sale Associate

Reference: Furnished upon Request.