

Administrative Assistant Administrative Assistant Administrative Assistant - new lead research & Mailings, co Effective Communicator with ability to articulate ideas clearly and concisely. Strong critical thinker with ability to analytically problem solve. Collaborative team player with a willingness to take initiative and work under Work Experience Administrative Assistant new lead research & Mailings, co March 2019 to Present Sales Rep Support, new lead research & Mailings, co. info Mailing information out to all current consumers and new leads End of Month Tasks, Reports, & Data Entry Customer Service on all Products via email and telephone Billing, creating new invoices Project Manager / IT Operations Snap Inc August 2018 to February 2019 Managed multiple projects under tight deadlines Installed software and supported employees with follow-ups Provided excellent internal customer service with compliance tasks Supported cross teams and departments with operational metrics Created step by step documentation of tasks and projects Assisted with Techlounge (helpdesk) support Account Manager Dynamic Edge Consulting February 2017 to November 2017 Provided excellent customer service while building rapport with clients Managed and conducted team sales with efficiency and accuracy Oversaw accounts and other customer service technical tasks PSE Clerk USPS November 2015 to November 2017 Aided with technical machine maintenance Used automated mail processing equipment/machinery to distribute parcels Collaborated team work with individuals to succeed in daily metrics Education AA in Communications/Business El Camino College - Torrance, CA 2020 Interpersonal Communication West LA College - Culver City, CA January 2018 to February 2019 Skills SIGN LANGUAGE, NETSUITE, WORKDAY, JIRA, EXCEL

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