

# Pedro Enderica

1321 NW 193rd Ave · Pembroke Pines, FL · 33029

Cell: 305 610 0582 · Email: [enderica.pedro@knights.ucf.edu](mailto:enderica.pedro@knights.ucf.edu)

University Of Central Florida - Aerospace Engineering

## Skills and Proficiencies

- Microsoft Office, specialist in Microsoft Excel
- Mastery in Adobe Suite Photoshop and Lightroom
- Fluent in Spanish and English
- Quick learner
- Cash and large transaction experience
- Attention to detail
- Reports generation and analysis
- Complex problem-solver
- Excellent communication, customer service and satisfaction
- File/Records and maintenance
- Self-starter

## Work Experience

### **Data Entry Specialist**

Sunny Isles Beach, FL

Newport Vacation Club / Apr. 2012 to Aug. 2015

- Organized billing and invoice data, prepared accounts receivable and generated revenue reports to provide controllers with vital financial information.
- Compiled and documented statistical information for marketing and sales reports.
- Input client information into spreadsheets and company database to provide leadership with quick access to essential client data.
- Coordinated, scheduled and executed in-depth data entry projects for marketing teams and sales teams to determine effectiveness and strategies for implementation.
- Supervised interns and responsible for general customer service at a customer care level.

### **Paralegal Assistant**

Plantation, FL

Stevens & Goldwyn, P.A. / June 2018 to Apr. 2019

- Coordinated with multiple departments regarding responsive document retention.
- Consulted with clients, witnesses and legal professionals to understand and document case details.
- Mitigated project gaps by training staff on legal practices and firm-wide protocols.
- Produced well-researched and articulated legal documents, including briefs, pleadings and statements
- Coordinated efforts for successful outcomes in cases involving \$100,000.00 settlements.
- Built excel program used to drive the back-end of the accounting and money tracking for all outgoing and pending cases of our over 1,000 clients.

### **Account Manager**

Orlando, FL

Orlando Philharmonic Orchestra / Aug. 2019 to Present

- Assisted in the production of events at venues owned by the OPO.
- Supervised operations during events and ensured safety and security of patrons and staff.
- Managed various Orlando Farmer's Market operations and safety.
- Oversaw logistics and transport of goods to and from venues to maximize revenue.
- Composed and analyzed account sheets for various events on a weekly basis to report revenue and earnings in company-wide briefings.