

Cassandra Liva

OFFICE ADMINISTRATOR - CITY-WIDE INSULATION CO

Daly City, CA

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415-299-9369

I am a hardworking, action oriented and professional individual with proven leadership and communication skills. I am looking for a position where I can expand my abilities in an environment that fosters growth and strives for excellence.

Work Experience

OFFICE ADMINISTRATOR

CITY-WIDE INSULATION CO - San Francisco, CA

August 2017 to Present

- Manage the office of an SF Certified Water & Energy Conservation Inspector
- Generate work orders, Inspection Reports & Invoices
- Schedule inspections, meetings and manage calendar
- Keep track of inventory and place supply orders
- Manage day-to-day operations and oversee weekly deliveries

EAT24, CUSTOMER SUPPORT TEAM LEAD

YELP - San Francisco, CA

January 2014 to October 2017

- Supervise and direct Customer Support Team
- Support the team in resolving customer matters
- Create employee schedules
- Assign daily jobs
- Oversee daily functions and monitor department operations

DISPATCHER

NATIONAL AUTOMOBILE CLUB - Foster City, CA

April 2013 to January 2014

- Dispatch high volumes of urgent, nationwide roadside assistance calls
- Quickly locate drivers and match them with local roadside companies who can rapidly and safely assist

Education

Associate of Arts in Communications

SKYLINE COLLEGE - San Bruno, CA

2016

High School Diploma

THOMAS JEFFERSON HIGH SCHOOL - Daly City, CA

2010

Skills

ACCESS, BOOKKEEPING, DATA ANALYSIS, EXCEL, MARKETING ANALYSIS

Additional Information

SKILLS & ABILITIES

- Leadership
- Communication Skills
- Attention to Detail
- Data Analysis\Entry
- Scheduling
- Bookkeeping
- Multitasking\Prioritizing
- Adaptability

TECHNICAL SKILLS

- Proficient in MS Office (Word, Excel, PowerPoint, OneNote, Outlook Access)
- QuickBooks
- Spreadsheets
- Email (Google\Yahoo\Outlook)