

Naiff Asilis

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Profile

Motivated, personable business professional that is resourceful and focused with strong organizational and communication skills. Talent for rapidly mastering technology. Diplomatic and tactful with professionals and non-professionals at all levels. Comfortable handling sensitive, confidential records.

Flexible and versatile – able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Thrive in deadline-driven environments. Excellent team-building skills. Fluent in English/Spanish.

Skills Summary

- ♦ Computer Savvy
- ♦ Report Preparation
- ♦ Customer Service
- ♦ General Office Skills
- ♦ Microsoft Office
- ♦ Computer repair
- ♦ Leadership skills
- ♦ Management skills

Employment History

08/11- CURRENT POSITION **Air One Maintenance** **Opa-Locka, FL**

STORES SUPERVISOR

- Stockroom responsibility such as parts inventory, distributed, and consumption.
- Work orders report to assist VP with customers invoicing.
- Company shipping and receiving.
- Assist purchase, maintenance, and production departments.
- Supervise and manage stockroom employees.

11/05-CURRENT **Naiff's PC Repair (sole proprietorship) Hialeah, FL**

INFORMATION TECHNOLOGY

- OS and software installation and configuration.
- Hardware repair and replacement.
- Home & printer network configuration.
- On-call desktop support.
- Technical troubleshooting skills used resolve challenging technical issues.

11/09-03/11 **C.S.I Long Term Care** **North Miami, FL**

STAFF COORDINATOR

- Managed high volume of call with client and nurses.
- Coordinated schedules for nurses as well.
- Created reports on client and nurses record.
- Assisted supervisor in the scheduling process.
- Assisted with new client intake, payroll, and customer service calls.
- Promoted an enthusiastic-positive work environment.

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12/08-5/09

FELC Tutors

Miami Lakes, FL

DATA-ENTRY COORDINATOR

- Managed confidential student data from the Miami-Dade school district.
- Transferred data from monthly attendance sheet to MDCPS website.
- Created discrepancies reports for data entry supervisor.
- Assisted data entry supervisor in all processes.

11/05-CURRENT

Flash PC Repair (sole proprietorship) Hialeah, FL

INFORMATION TECHNOLOGY

- OS and software installation and configuration.
- Hardware repair and replacement.
- Home & printer network configuration.
- On-call desktop support.
- Technical troubleshooting skills used resolve challenging technical issues.

Education

AMERICAN SENIOR HIGH – Miami Lakes, FL

High School Diploma, 2005

THE ACADEMY – Fort Lauderdale, FL

Comptia A+ Certified, 2014

References available upon request.