

Barbara Cortinas

Email : bcort49@gmail.com

Address : 54 Rainey St.
Austin Tx , 78701

956-900-2443



Professional Experience

Administration Assistant

REPPA, McAllen, TX / May 2016– current

- Answered phone calls, greeted clients, and handled all front desk responsibilities
- Performed data entry, computer reports and paperwork-related clericals tasks
- Scanned weekly invoices, paid online, and entered information on Excel keeping track of expense records

Front Desk Assistant

Me Medspa, McAllen, TX / May 2013 - May 2015

- Professional, friendly demeanor on the phone
- Create accurate quarterly reports
- Organized and prioritized work to complete assignments in a timely, efficient manner
- Implementing and maintaining procedures/administrative systems
- Tracked reservations and worked with team on marketing to attract more guests.
- Keeping everything calm and an relaxed environment whne a client walk into the Spa

Personal Assistant

Me Medspa, McAllen, TX / May 2009 - 2013

- Book all travel arrangements , including air and hotel amenities
- Astute ability to motivate employees and ensure customer satisfaction
- Coordinate and manage all incoming and outgoing mail and deliveries
- Conduct spa inventory data through Microsoft, by quarterly
- Handled personal deposits for employer

References:

- Marissa Abad- Executive BA.
 - Renaissance Emergency Physicians P.A. (REPPA)
 - Email: marissa@Reppa-911.com
 - P: 956-566-5025
- Claudia Galan- Attorney
 - Galan Law Firm, PLLC
 - Email: cgalan1087@gmail.com
 - P: 956-874-8482



SKILLS

- Microsoft Office
- Teamworker
- Strong work ethic
- Hard worker
- Event Planner



Education

- McAllen High School,
Diploma
2004-2008 McAllen, TX
- South Texas College
(STC)
Associate Degree
Business Administration,
2017-2019