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## Objective

An Administrative Assistant title or an Excel Analyst position where I will organize and manage data for a small to medium sized office.

## Skill Set

- Excel
- Vantaca
- Digitizing
- Word
- VOIP
- Español
- BuildingLink
- Filing
- Customer Service

## Experience

### NRI Staffing Assistant Property Manager

Washington, DC  
September 12, 2022

- Collected rent checks, logged the event, and delivered receipts for each.
- Entered work orders into Vantaca for general maintenance of the building units.
- Contacted tenants to schedule repairs.
- Accepted postage from FedEx, UPS, and USPS, and gave the postage to the recipient.
- The exchange was facilitated by a program called BuildingLink.

### Temporary Management

February 2022-September 2022

- Supported several companies on a temporary basis replacing a dire need.
- Managed a property consisting of condominiums in an upscale neighborhood.
- Controlled a ticket entrance by checking for electronic tickets.

Contract

Remote

Website Developer

August 2020-January 2021

- Maintained several WordPress websites for content and functionality.
- Used themes such as WPBakery for attractive appearances and effects.
- Updated the back end and gained control using cPanel webhosting software.

Target

Falls Church, Virginia

Electronics Salesperson

March 2017-April 2019

- Educated customers regarding new technology in the electronics section.
- Stocked and organized bleeding-edge products in every variety.
- Assisted clientele in finding technology solutions and accessories to meet specific needs.

Amazon.com

Seattle, Washington

Risk Analyst

March 2016-December 2016

- Created and analyzed Excel spreadsheets on an hourly basis to ensure the flow of deliveries.
- Utilized a five-screen setup with latest Windows OS.
- Communicated with shipping centers utilizing Microsoft Lync.
- Embarked on a streamlining and documenting side project to enhance macros in use.

The Corporate Presence

New York, New York

IT Specialist

December 2013-September 2014

- Performed Help Desk role at company's main office, in person, and at satellite offices, by phone and through use of remote administration tools.
- Updated passwords for employees and performed other help desk functions to a multioffice business.
- Maintained sales database and pruned information for prospective clients for use by the sales team.
- Worked directly with sales team, clients, contractors, and management team to provide system support.