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Alexandra Nieves Rivera

~ **FINANCIAL ASSISTANT** ~

***Innovative, resourceful, articulate***

**EDUCATION**

**Universidad del Turabo** Gurabo, PR

**Master’s Degree in BA; Accounting,** 2010

**Bachelor’s Degree in BA; Information Systems,** 2005

**Humacao Community College**  Humacao, PR

**Associate’s Degree in Secretarial Sciences, Medical Billing,** 2000

**SKILLS**

Bilingual; English & Spanish (speak, read, write). Proficient in QuickBooks, Microsoft Office (Word, Power Point, Excel, and Outlook), Peachtree and other computer programs. Ample knowledge in office management. Strong communication skills.

**PROFESSIONAL EXPERIENCE**

Target, Waterford, CT 2010-2011

**Sales Floor Planner – Remodeling / Presentation Team**

* Provided customer service taking into consideration individual preferences and specific economic needs.
* Supported Point of Sale (POS) transactions.
* Assisted with and directed conflicts through proper channels in order to reach prompt resolution.
* Supervised merchandize inventory.
* Dealt with cash, credit, and/or check transactions for merchandise purchases.
* Oversaw merchandize stocking, pricing/tagging, accountability, and loss/fraud prevention.

Audio Visual Consultants & Technical Services, Caguas, PR 2007-2010

**Executive Assistant**

* Audited customer accounts, updated and reconciled which improved company’s debt collection statistics
* Created and updated personnel files.
* Maintained company’s patents, permits & database current.
* Assured fulfillment of multiple agendas (company’s & president’s) taking into consideration time

requirements, deadlines and location constrains.

* Coordinated travel arrangements, locally and abroad.

Gilmar Contractors, Guaynabo, PR 2004-2006

**Project Manager’s Executive Assistant**

* Coordinated project meetings and luncheons.
* Customized meeting audiovisual materials.
* Managed project’s purchasing during the entire process of supply and service procurement.
* Prepared and maintained personnel payroll.
* Classified and organized purchase receipts under various job costing accounts.

Consorcio del Noreste, Naguabo, PR 2000-2004

**Program Director’s Assistant**

* Aided in identifying community’s arising needs.
* Prepared and submitted proposals for the development of programs that aid in meeting these needs.
* Evaluated potential candidate’s qualification to participate in the different programs established and

assured required documentation provided.