La Ta’via Pearl

Lataviadaniels06@gmail.com ⧫ 1209 Oak Creek Cove Hutchins, TX 75141⧫ (214)780-7554

Education

University of North Texas at Dallas

January 2017 to July 2019

* BA in Liberal Arts & Sciences
* Concentration: Human Resources Management
* Minor: Spanish
* Spanish Honor Society, Alpha Kappa Alpha Sorority, Inc., Spanish In the Community, Dean’s List Fall 2019, USCIS Teacher Training Seminar

Cedar Valley College

May 2009

* Associate in Science

Experience

Lincoln Funeral Home/The Signature Group **Administrative Assistant** November 2017 – current

University of North Texas at Dallas **Student Assistant III Financial Aid** May 2017 – August 2017

Central Research Inc **General Clerk I** April 2016 to April 2017 Contractor for Homeland Security

Sangar Security/Knight Transportation **Security Officer** June 2015 to April 2016

Neiman Marcus **Seasonal Customer Care Agent** October 2014 to May 2015

. Texas Health Presbyterian Dallas **Security Dispatcher** March 2014 to June 2014

Higherone **Seasonal Customer Care Agent** August 2012 to July 2013

Charlton Methodist Hospital **Unit Secretary** January 2011 to January 2013

Baylor Hospital **Ancillary Support Technician** June 2005 to August 2011

Skills

* People Friendly/Computer Proficiency
* Microsoft Word/Excel/PowerPoint/Spreadsheet/Outlook
* Data Entry/Word Processing Telephone Etiquette
* 10-key alpha and numeric skills
* Proper training of new employees
* Supervisory Skills
* Time keeping in Deltek
* Proper keeping of production work
* Organizational skills
* Fax & Scan
* Detail oriented

\*References furnished upon Request