**Jennifer Echeverry**

**537 Nettleton Dr.**

**East Windsor NJ, 08520**

**Cell: 609-968-0131 / Email: J.Echeverry17@hotmail.com**

**Objective** An office coordinator position in a fast-paced environment.

**Skills**

* Bilingual
* Excellent Organizational Skills
* Strong Customer Relations Skills
* Computer Proficiency
* Telephone Answering, 12-Line System
* Word Processing and Typing
* Filing/ Bill of Lading
* Computer: WordPerfect 5.1, Microsoft Word, MS Excel, and Outlook Email
* Data Entry (Q4 system).
* E-Verify and Fastrax Online (Background Check)
* AS 400 and SAP software

**Experience**

**Front Office Coordinator 01/2014 to Present**

**Express Professionals**, East Windsor, NJ

* Meet and greet clients and visitors.
* Handle all incoming calls on a main phone line.
* Distributes, send faxes; receive Fed Ex, Mail and faxes.
* Ability to work independently and within a team environment.
* Highly organized with strong attention to detail.
* Add new employees to our system.
* Review application and bring over to senior recruiter for interview.
* Answer to online applications and schedule interviews.
* Call potential employees regarding job positions.
* Respect client’s confidentiality.

**Warehouse Clerk 04/2011 to 12/2013**

**W.W Grainger Inc.,** Robbinsville, NJ

* Received daily production assignments and shipping orders for final products.
* Adjusts storage space assignments to handle daily flow of finished product.
* Maintains product location files on personal computer.
* Checks availability of items to be shipped by checking inventory records or conducting a spot inventory of required items.
* Identifies and reports slow moving product and identifies and, upon approval, arranges for removal of obsolete product.
* Safely handle, repack, or re-stack pallets of finished product, and pack orders for Grainger branches.

**Receptionist 02/2010 to 08/2010**

**Air Care of NJ,** Hamilton, NJ

* Responded to inquiries from clients and public about senior services.
* Assessed needs of clients and refer them to appropriate services available throughout the community.
* Answered the telephone and transferred calls to the appropriate individuals, divisions or department.
* Took telephone messages for the staff.
* Greeted visitors to the facility, answered questions and directed them to the appropriate individuals.
* Typed a variety of forms, letters, reports and memos.
* Received and distributed mails.
* Organized and maintained office files and records.

**Customer Service Rep. 07/2007 to 12/2009**

**NJ Shares Inc.,** Hamilton, NJ

* Responded to inquiries from clients and public about senior services.
* Assessed needs of clients and refer them to appropriate services available throughout the community.
* Answered the telephone and transferred calls to the appropriate individuals, divisions or department.
* Took telephone messages for the staff.
* Greeted visitors to the facility, answered questions and directed them to the appropriate individuals.
* Typed a variety of forms, letters, reports and memos.
* Received and distributed mails.
* Organized and maintained office files and records.

**Education**

2000 - 2004, Hightstown High School.

2002 - 2003 Vo-Tech (Office Skills)

**References**

Tracy Burke (Grainger Supervisor), 732-690-5191

Doriana Gonzalez (Express Manager), 609-918-1036

Regina (Grainger HR), 609-613-4900