

Liena Quesada

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EDUCATION

Oasis Data Entre Course
Quickbooks Course Certificate

September, 2008
June,2015

South Miami Senior High School
High school diploma

June, 2006

EMPLOYMENT OVERVIEW

Florida Yachts International

Feb 2012— Current

Closing Agent 2019-Current

Coordinates all paperwork and conditions required for the closing. Aggregate all documents required for loan closings and verify information is complete and accurate. Review insurance policy for clients. Obtain abstract of title and title search. Develop positive working relationship with clients and partners to grow professional opportunities. Identify any informational or clerical errors and resolve quickly.

Executive Assistant to Founder 2015-2019

Administered high-level support to Chairman and Chief Financial Officer of private investment firm, handling all administrative and support efforts. Maintained document filing retention and storage system with the highest regard for confidentiality, organization and timely retrieval of documents. Maintained phone and voice mail system. Planned company Board and Staff meetings, prepared agendas and processed meeting minutes. Coordinated domestic and international travel arrangements for senior staff. Arranged office holiday parties and other outside functions. Prepare and coordinate company events.

Receptionist 2012- 2015

Receiving all incoming calls and ensuring their distribution to the relevant employee. Welcoming visitors to the office and making sure they were comfortable and looked after. Dealing with all enquiries and resolving any problems over the phone or in person. Organizing the hospitality requirements for management meetings and presentations. Maintaining the high presentation standard of the reception area. Work with MLS system ensuring all the information is correct.

My Trade LLC

May 2010— Dec 2011

Sales Associate/ Manager

Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service. Maintain an awareness of all promotions and advertisements. Assist in floor moves, merchandising, display maintenance, and housekeeping. Assist in processing and replenishing merchandise and monitoring floor stock. Aid customers in locating merchandise.

Loveable Home Health INC

July 2009-- June 2010

Oasis Data Entry/ Receptionist

Verify information, operate data entry devices and prepare documents. Verifying, correcting, deleting unnecessary data, or combining data from several sources before entering into a file. Keeping

records of tasks, files and proofread reports. Checking completed work for errors or duplicate information before submitting the final product

New Concepts in Health INC.

Data entry

January 2008 – July 2009

Entered data into a computer, operated a variety of office machines and perform other clerical and administrative duties. Set up and prepare reports, letters, mailing labels, and other text material.

Trust Care Health Services

Data entry/Receptionist

January 2008 – July 2009

Answer phones and transfer calls to the appropriate employees. Greet and assist visitors with visitor badges or escort them to an office or meeting room. Offer guests something to drink. Handle questions about the business or offer brochures with business information. Take messages and make sure they get to the appropriate employees. Accept and sign for packages and distribute mail. Occasional filling and scheduling. Maintain a pleasant appearance of the reception area or lobby.

Skills

- Bilingual
- Transcription (75 wpm, 10-key).
- Proven accuracy, reliable, detail-oriented and capacity to shoulder higher responsibility.
- Clear and concise written and oral communication skills.
- Coordinating Video and Audio Conference Calls
- Creating and Maintaining Databases
- Microsoft Excel, Microsoft Office, Microsoft Outlook, Microsoft PowerPoint, Microsoft Word, Office Equipment
- Skilled in areas of order processing, inventory control and cashier management
- Administrative Skills
- Ability to Work Independently, Analytical Skills, Hardworking, energetic and reliable; recognized for assuming additional responsibilities
- Resourceful team player who excels at building trusting relationships with customers and colleagues

References: Available upon request