



LORENA  
VASQUEZ

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## PROFESSIONAL SUMMARY

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Dynamic Office Manager with 2 years of experience managing large range of administrative, technical, and executive support tasks. Constantly looks for opportunities to streamline operations and assist management team in special initiatives. Recognized for resolving problems and providing creative solutions.

## SKILLS

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- Sales and Marketing
- Critical Thinking
- Time management
- HIPAA
- Python
- Medical scheduling
- C++
- Active Listening
- Judgment and decision-making
- Problem-solving
- Embedded software (Less than 1 year)
- Optical experience
- Software testing
- JavaScript (Less than 1 year)

## EDUCATION

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High School Diploma