Mariela E. Lopez

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OBJECTIVE

To build a long-term career in the technology field with opportunities for career growth.

EDUCATION

Broward College Broward, FL

Bachelor of Science in Information Technology Expected Graduation: December 2019

SKILLS

Computer Languages: Beginning knowledge of Python, Java, HTML, CSS, SQL

Bilingual: Fluent in English and Spanish

Notary Public

ACTIVITIES

USF Women in Computer Science and Engineering 1/2018-6/2018

President of the inTech Club at Broward College 1/2019-Present

Mentor of Hollywood Hill High School’s Robotics Team 1/2019-Present

EXPERIENCE

Kid’s Therapy Unlimited, Inc., Valrico, FL / Remotely 6/2017-Present

Office Administrator

* Communicate with insurances daily to confirm benefits and plan or care
* Schedule appointments for the therapists and established clients (intake forms, confirm benefits with insurance and prepare their files)
* Process payroll for all the therapists
* Create invoices through Quickbooks and bill all schools for services provided
* Recommended a transition to a new software and directed the project, also implemented new policies and procedures and conducted training meetings.

South Florida Paper Products, Pembroke Pines, FL 7/2016-6/2017

Administrative Assistant

* Prepared invoices, reports, memos, letters, financial statements and other documents
* Compiled, sorted and verified the accuracy of data before it was entered
* Read and analyzed incoming memos, submissions, and reports to determine their significance and plan their distribution.
* Filed and retrieved corporate documents, records, and reports

Extra Space Storage, Miami, FL 9/2005-12/2015

Store Manager

* Monitored sales activities to ensure that customers received satisfactory service and quality goods.
* Inventoried stock and reordered when inventory drops to a specified level.
* Plan budgets and authorize payments.
* Prepare rental forms, obtaining customer signature and other information, such as required licenses.