

CRYSTAL GARCIA

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ADMINISTRATIVE ASSISTANT

Fully Bilingual Professional fluent in the Spanish and English language with over 5 years experience in retail and customer service. Background includes a strong technical background working with Microsoft Office (MS Word) and Excel. Ability to work in large corporate or small business environments with a diverse staff and all levels of management. Strengths include:

- Customer Service
- Management
- Auditing
- Computer Skills
- Financial Reporting
- Accounting Systems

EXPERIENCE

RECRUITING MANAGER **United National Property Preservation Group-** Spring Valley, NY **2016- PRESENT**

Property Preservation Office

List job duties

- Place job ads for potential Contractors on sites like Indeed and Craigslist looking for contractors able to perform Property Preservation Maintenance work.
- Call or email potential Contractors and review application
- Email potential Contractor and collect proper documentation from all potential Contractors (W9, Contractor Agreements, Lien Waivers, Aspen Grove Back Ground Check).
- Provide necessary information to potential contractor regarding types of work, company payment structure, tools and materials, pricing sheets and any questions or concerns they may have.
- Assist with creating Aspen Grove accounts for potential Contractors to have a background check preformed via compliance company Aspen Grove.
- Answer phone's, and emails
- Fax, file, and scan documents into computer and organize in Trello Filing system
- Train potential Contractors on use of software required for work (PPW, Photo Direct)

LEAD **PF Changs** - Nanuet, NY **2017- 2018**

Asian Bistro Restaurant

List job duties

- Customer Service
- Counting Cash Drawers – Safe Amounts
- Employee Delegation
- Food Expedition
- Assist customers, and staff members with questions or concerns
- Answer phone's, and emails
- Making Reservations
- Sales Tracking

STORE MANGER**Dunkin Donuts – Pomona, NY****2013–2016**

Fast paced fast food restaurant

List job duties

- Customer Service
- Take customer orders/ make customer orders (make coffee, sandwiches)
- Bake store goods
- Prepare food for next shift/ day
- Stock/ clean/ organize
- Handle payment methods, refund transactions, and customer complaints.
- Count registers and daily bank deposits
- Make weekly schedule
- Assign crew members daily duties
- Responsible for weekly intake of store inventory.
- Data entry of daily sales reports
- Place store orders by telephone, and computer
- Faxing and filing paperwork, answering phones, and back office work.
- Clean all machines.
- Safe SERV Certified

Desk Clerk/ Night Auditor**Super 8 Motel – Middletown, NY****2009–2012**

Guest Services

- Customer Service
- Answered phones, faxed, filed paperwork and back office work
- Made guest reservations
- Helped guests check in and check out
- Handle payment methods and daily deposits
- Count registers
- Reviewed and preformed overnight audits and generated daily reports
- Computer Data entry

COMPUTER SOFTWARE

- Microsoft Word, Microsoft Processer
- Internet Explorer, Google Chrome
- Microsoft Excel

EDUCATION

- **NYS TASC Program / GED** – Rockland BOCES, West Nyack, NY