

SILVIA GURBISZ

Administrative Assistant

DETAILS

35 Montrose Avenue
Colonia NJ 07067
United States
(201) 953 2076
sgurbisz@yahoo.com

EDUCATION

Bachelor of Business administration
Adventist University corporation

SKILLS

Excellent communication skills
Multitasking skills
Scheduling and planning skills

PROFILE

Committed and detail oriented Administrative Assistant with exceptional customer service - relation and decision making skills, strong work ethics, professional demeanor and great initiative. Comfortable working independently or as part of a team. Able to learn quickly and adapt easily to change. Proficient in Microsoft Suite (Word, Power Point and Outlook).

EMPLOYMENT HISTORY

Case Manager at Catholic Charities

March 2023 to present

Assist households maintain housing stability
Determined eligibility based on applicant's income
Assess client level of need to provide the appropriate level of assistance
Send emails daily about the status of applications
Requested proper rental forms from landlords
Participate in staff meetings and training as directed by supervisor
At all times represent the organization in a professional manner
Enter client information into the database and organize files
Verbalizes how services provided relate to the agency/ program mission
Other related duties as assigned

Administrative Assistant at Nephrology Consultants of NJ

March 2016 to March 2023

Obtained, released and scanned medical records

Created and maintained confidential patient files using EMR

Assisted with physician license renewals

Perform routine clerical tasks such as mailing, faxing, copying and scanning

Communicated with insurance companies, requested authorizations

Screened phone calls daily, taking messages and routing calls when necessary

Maintained utmost discretion when dealing with sensitive topics

Billing electronic and reconciliation

Received payments and perform data entry records

Monitored office supplies and replenished stock as necessary

Coordinated and scheduled all company meetings and interviews

Opened, sorted and distributed incoming correspondence

Administrative Assistant at Jersey City Dental Spa

February 2008 - June 2009

Participated in meetings, conferences and project team activities

Maintained files and appointment calendars

Created and updated patients charts using EDR

Handled telephone calls, took accurate messages and routed them accordingly

Registered new patients and updated demographics

Updating, processing and filing of all documents

Maintained confidentiality

Perform other related job duties assigned by management

Administrative Assistant at Empresas Publicas de
Medellin - EPM

1993 - 2006

Handled office correspondence and incoming and
outgoing mail

Maintained inventory and ordered supplies as necessary

Schedule company events

Made copies, scanned and faxed documents and
provided optimal administrative support

Organized meetings for employees and partners of
the company

Scheduled and coordinated meetings and travel
arrangements

Managed travel and expense report for team members

Screened calls for a multi line system and directing each
call to correct employee

Credential evaluation and authentication report, US equivalency summary for Bachelor's
degree, available upon request.