

JANESY ALVAREZ

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SUMMARY

Dynamic and Resourceful Legal Assistant for 4 years with an Administrative background for 8 years of experience and proven history of providing comprehensive support and continually exceeding employer/client expectations. Proven ability to implement process improvements that boost efficiency and productivity.. Other areas of expertise include:

- Crucial communication skills necessary to succeed within any corporation
- Proficient in managing multiple tasks simultaneously
- Illustrate extremely effective relationship building and interpersonal skills
- Proficiency with computer applications, including all MS Office Suites and hardcopy records maintenance

PROFESSIONAL EXPERIENCE

Anthon & Vasallo, PLLC- Miami, FL
Front Desk/Legal Assistant

November 2019 – March 2020

- Prepare Estate Planning Documents for signing.
- Prepare draft documents per attorney's request.
- Assist with drafting/preparing notices and other probate documents.
- E-filing for attorney and E-Courtesy (submission of proposed orders to court).
- Coordinate attorney hearings.
- Answer phones and address client requests.

TURKEY POINT NUCLEAR POWER PLANT, FPL - Homestead, FL
Utility Worker

February 2019 – April 2019

- The duties of this job include activities such as: cleaning, changing light bulbs (outside power block) driving trucks, forklifts and operating hoist for material handling, climbing ladders, material handling, maintaining grounds, hand and power rotating drain cleaners, water washing connected with cleaning and material decontamination.
- Required to use non-precision tools to perform activities that require no special skill to assist a journey level employee on production equipment.
- Minor building maintenance such as the installation or removal of pictures, clocks, shelves, bulletin boards, first aid kits, fire extinguisher, and other similar activities.

Administrative Specialists II

- In-Processing Coordinator at Drug Testing facility on-site.
- Basic Clerical duties, such as filing, scanning, copying, and faxing
- Compiles basic information for inclusion in reports or presentation materials
- Receives and responds to routine correspondence following established procedures
- Exercises independent judgment and employs basic reasoning skills
- Maintains or prepares records and documentation
- Performs other job-related duties as assigned

OPKO HEALTH, INC. – Miami, Florida
Contract Administrative

October 2016 - June 2018

- Routing/tracking of contracts and legal documents with business teams, consultants, vendors and all OPKO legal entities and affiliates.
- Review, redline and negotiate multiple agreements for the legal team.
- Oversee and record contracts, critical dates and gather all supporting document into CLM Matrix database.
- Assist and train the business teams and group of contract administrators among OPKO's affiliates with questions related to the contract approval process and the organization and use of the contract management database.

RYDER SYSTEM - Miami, Florida Headquarter office
Senior Administrative Coordinator, Vehicle License & Renewals

December 2014 – August 2016

- Support multiple branches on obtaining new permits for the operation of commercial vehicles, including, annual renewals of licenses and permits for approximately 3000 vehicles.
- Process citations payments (30-50 per month) and monthly accounting balance on expenses using Walker and FIS / AS 400.
- Interact with internal and external customers to answer questions regarding the status of the licenses and permits of vehicle.

Vehicle Title Coordinator

- Responsible for the auditing of vehicle titles, filing, scanning, validating into SAM system.
- Responsible for running weekly/monthly reports on outstanding queries.
- Provides support to 2 Fleet Sales Managers, Vehicle Sales Operations Manager, 73 Vehicle Sales Managers, and 50 Licensing Administrator.

OCEAN REEF COUNTRY CLUB – Key Largo, Florida

October 2013 – December 2014

Human Resource & Training Coordinator

- Provide Support by distributing and inputting new hire paperwork, filing, scanning of documentation regarding either VISA cards or passports for International Hires.
- Provided support for Associate Relations Manager, such as Event Planning and Insurance Manager for yearly Insurance renewals.
- Maintain monthly department training reports directly to the Training Manager and Director of Human Resources.
- Scheduling, Organizing, and Distributing of Training Classes for all Internal Employees, New Hires and for Members/Customers.

TURKEY POINT NUCLEAR POWER PLANT, FPL - Homestead, FL

June 2011 - August 2013

Plant Technician - Proctor

- In-processing Proctor for all incoming new hires that require computer-based training upon being hired.
- Clerical duties such as filing, scanning and using LMS administrator software to keep all important documents organized.
- Monthly PADS Validations and QA Records through MS Excel worksheets for Training Manager.

EDUCATION

Robert Morgan Educational Center – High School/GED
Florida International University – Currently attending for Paralegal Studies

LANGUAGES

English

CERTIFICATION

CITI Program Good Clinical Practice
Lexis Nexis Paralegal Student Mastery of Lexis Advance