

## **Christy Alfaro**

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### **Skills**

Energetic, versatile, organized, positive and self-motivated with the ability to speak and write Spanish fluently and effectively. Unique ability to adapt quickly to challenges and changing environments, superb interpersonal skills, able to establish positive relationships with co-workers, extremely productive in a high volume, high stress environment.

- Ample Computer Skills
  - Proficient in Microsoft & Excel
  - Prioritizing
  - Organization
  - Dependability
  - Interpersonal Skills
  - Excellent Communication Skills
  - Customer Service
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### **Professional Experience**

#### **Spagnolletti & Co, Houston, Texas**

Legal Secretary, August 2015 – Present

- Clerical support
- Switchboard operator
- Draft legal documents for attorneys
- File legal documents in court

#### **Terry Bryant, PLLC, Houston, Texas**

Legal Secretary, June 2014 – August 2015

- Clerical support
- Switchboard operator
- Draft legal documents for attorneys
- File legal documents in court
- Case reviewing

#### **Sugar Lakes Family Practice, Sugar Land, Texas**

Accounts Receivable/Medical Biller & Coder - November 2010 – June 2014

- Post insurance and patient payments
- Generate Claims
- Generate Patient Statements
- Work claims that are pending with errors
- Any other duties assigned by management

#### **Law Office of Manuel Solis, Houston, TX**

Administrative Assistant – June 2010 – November 2010

- Clerical support
- Set up files to be referred
- Case reviewing
- Coordinate appointments with legal assistants
- Update case database

#### **VATIV Recovery Solutions, Sugar Land, Texas**

Probate Lead - January 2008 – May 2010

Duties included but were not limited to:

- Supervise, direct, and have quality control of personnel and activities according to policies, rules, and regulations of our company.
  - Assumed position of employee support and trainer of new employees
  - Oversaw estate searches and filing of claims in guidance to federal law
  - Administered Probate department goals and tasks
  - Set up and coordinate meetings, generate daily tracking reports, maintain records and files
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### **Volunteer Experience**

#### **Salvation Army - Toy Shop Elf, Houston, Texas**

Packaged and organized gifts, separated them by families, get them ready to be distributed to the less fortunate families on Christmas Eve.

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### **Education**

#### **UNIVERSITY OF HOUSTON – DOWNTOWN, Houston, TX**

Bachelor of Business Administration – Accounting, Expected July 2017

#### **HOUSTON COMMUNITY COLLEGE, Houston, TX**

Associates of Arts, 5/2015

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**● References Available Upon Request ●**