

Jennifer Vicente

Orlando, FL

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(407) 276-1700

I have worked as an Assistant with cross-training in various fields. Having the time and opportunity to gain a handful of knowledge. I would like to take my earned skills and wisdom to the next level, by bettering myself and contributing to an organization with equal Opportunities.

Authorized to work in the US for any employer

Work Experience

Executive Assistant

Brasfield & Gorrie

December 2017 to Present

- Worked directly with hiring candidates and provided follow-up
- Managed time and attendance inquiries and processed weekly payroll
- Handled day-to-day operations for various construction sites
- Point Of Contact for Sub-Contractors, County/City Officials and Vendors onsite

Accounting Assistant / Client Specialist

Nejame Law, P.A

August 2015 to March 2017

- Helped in reconciliations, aging reports, and revenue projections
- Processed accounts payable invoices and collected accounts receivable
- Screened and coordinated client calls to the appropriate attorney
- Delivered and filed documents at the courthouse

Administrative Assistant

Cole, Scott & Kissane, P.A

June 2013 to August 2015

- Perform administrative and clerical functions within the office
- Assist in Opening both Physical and Electronic Files
- Help Manage the Electronic filing system for the Firm
- Versed with multi-line phone system and Data Entry
- Dealt with Conflict checks, Invoices and Input Attorneys Time

Sales Associate (Seasonal)

Universal Orlando Resort

December 2010 to January 2015

- Provided an interactive guest experience in a positive and outgoing manner
- Processed merchandise sales and returns using a cash register
- Stocking and retrieving merchandise and supplies
- Maintaining sales floor or carts appearance standards

Student Intern

Florida Virtual School

February 2012 to August 2012

- Maintained a Records Management System
- Assisted in miscellaneous tasks and Data Entry
- Acquainted with Emailing, Filing, Faxing, Scanning, etc.

Additional Information

Skills/Qualifications

- E1 – Payroll System
- CMiC / Smartbid / Bluebeam – Construction Software
- Aderant Total Office / Pro Law – Electronic Filing System
- Interweb / Pro Law – Billing and Accounting System
- Time Keeper – Time Management system for the Attorneys
- Language Speaking Skills: English and Spanish