

Violeta Félix

Administrative / Accounting - REMOTE

Naples, FL 34116

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(239) 298-2286

An experienced, bi-lingual professional is seeking to obtain a responsible and challenging position that will allow to learn new technologies and skills while utilizing previous experiences and also to build strong business relationships with clients and exceed expectations for excellence. I'm eager to utilize my strong work ethic, education, and expertise for the benefit of your company. The ideal role would be one which was full of opportunities for growth and advancement.

Authorized to work in the US for any employer

Work Experience

Administrative Assistant

BCBE Construction - Naples, FL

November 2017 to April 2020

Duties:

- Invoices cost coding
- Building of spreadsheets with job costing for manager's reports
- Typing of daily reports from subcontractors into the Procore software
- Files organization in binders for safety, checklists, inspections
- Safety orientations to new workers
- Office supplies ordering and other office needs
- Data entry of various reports, meeting minutes, observations, punch items into the construction software

Achievements:

Everything was neatly organized for easy access to everybody saving times of response for requests.

Accounts Payable Clerk

Pinnacle USA, Inc - Naples, FL

July 2016 to November 2017

Duties:

- Processed invoices to be paid on timely manner.
- Discussed any credits or discrepancies with vendors.
- Requested and organized all documentation from subcontractors to be in compliance.

Achievements: Organized all subcontractors compliance files and documented them in QuickBooks and in a binder to be handy. Organized all work orders, sign offs by vendors by year resulting in an effective match up with invoices saving time and errors. Processed 80+ invoices daily.

Bright Beginnings Coordinator

Grace Place for Children and Families - Naples, FL
2013 to 2016

Duties:

- Matched needs and interests of volunteers to better serve the children. Continuous communication with volunteers for feedback.
- Evaluations performed at the end of the school year.

Achievements: Worked on a training method to 40+ volunteers and improved their performance in a 70% in 6 months. Changed patterns of communication with volunteers making that more effective in a 80% in 4 months.

Bright Beginnings Aide

Duties:

- Helped translating families with staff on daily basis and at some doctor's office in a couple of cases.

Achievements: Organized volunteers database making directories 100% accurate in 3 months.

Leasing Agent and Assistant Manager

Mer Soleil Apartments - Naples, FL
2010 to 2013

Duties & Achievements:

Collected and posted payments with a 98% of accuracy.

Reduced delinquency 70% in 6 months.

Dealt with diverse customers on a constant basis handling problems assertively.

Performed credit 10-15 screenings weekly, employment and rental verification for prospects in 24 hours.

Conducted timely market surveys.

Convinced 80% of the residents to renew their leases.

Accounting Assistant

Walker Contracting Group, Inc - Naples, FL
2008 to 2010

Duties & Achievements: Coded and entered all the approved bills (35-50 per day) into the accounting system with 100% of accuracy. Acted as a liaison between construction workers and management due to the ability to speak English and Spanish fluently.

Human Resources Administrator

Bolognese Construction Service, Inc - Bonita Springs, FL
2003 to 2008

Duties & Achievements: Decreased in 20% the worker's compensation claims in 6 months due to promotion of importance of safety at work through safety talking topics hand-outs, first aid kits, training courses, etc. Recruited 3 office staff. Performed and audit of W-9s. All errors corrected.

Education

Bachelor's

Entrepreneur Program in the ITESM High School

November 2017 to April 2020

MBA in MBA and BA Business Administration

Instituto Tecnológico y de Estudios Superiores de Monterrey (ITESM)

Skills

- Excel (10+ years)
- Internet Explorer (10+ years)
- Microsoft Office (10+ years)
- QuickBooks (1 year)
- Accounts Payable
- Payroll
- Property Management
- Property Leasing
- Translation
- Yardi
- ProCore
- Construction Management Software
- Human Resources
- Accounting
- Construction Management
- Office Management
- Microsoft Outlook
- Construction

Additional Information

COMPUTER SKILLS

Microsoft Office (Word, Excel, Power Point, Outlook), Timberline, Internet Explorer, Master Builder, QuickBooks, Yardi Voyager, AMSI, ProCore