

Yvelise Beltre

Mobile (646) 371-5585 E-mail Ybeltre16@gmail.com

OBJECTIVE Energetic, results-oriented receptionist eager to bring strong administrative skills to a growing company in need of top-level support.

EMPLOYMENT

Administrative Assistant

October 2016- August 2017

Continuing and Professional Studies ,The City College of New York (New York, NY)

Answered and directed phone calls; check and responded to telephone messages (heavy call volume)

Provide general support to visitors regarding tuition courses

Respond to telephone and email inquiries (heavy volume)

Sort and distribute incoming mail

Oversee all administrative aspects of registration system including registrations, confirmations, certificates,

Assist with class folders such as sign-in sheets, rosters, class material and evaluations

Maintain contact and mailing lists

Produce and distribute correspondence memos, letters, faxes and forms

Assist in the preparation of regularly scheduled reports

Collect and analyze information and data for annual reporting

Develop and maintain a filing system

Create spreadsheets

Make copies

Perform other duties as assigned

College Assistant

September 2011– September 2016

The City College of New York (New York, NY)

Utilized an ACD Phone system to monitor an average 200 calls per day.

Received Postal delivery packages and mail.

Provided admission information to prospective undergraduate and graduate students.

Greeted and provided efficient and courteous customer service.

Informed applicants of admission status and decisions.

Pre-screened undergraduate and graduate applicants.

Maintained a neat and efficient work area.

Other duties performed as assigned by management.

Back of House Support Associate

November 2013 - August 2016

Victoria Secret (New York, NY)

Worked as a Bra lead.

Managed flow of merchandise from the point of delivery, to the sale floor, and internal destination.

Completed tasks set for store deadlines and multitasked other responsibilities.

Surpassed management expectations in monthly review reports.

Handled large amount of shipments at a fast pace still keeping stock room neat and organize.

Collaborated successfully with other employees.

Employee Supervisor

April 2008 - August 2010

ItUsa (New York, NY)

Handled money and credit card transactions.

Created end of the day sales reports.

Data Entry, Filed, and Faxed.

Answered/ directed incoming calls.

Organize and managing sales floor.

Arranged showroom in an orderly manner for sample sale.

Managed incoming/outgoing inventory, directed employees to their daily tasks.

Frequently earned recognition for top sales performance.

Helped with closing sales for department stores.

Kept accurate account on store products.

EDUCATION

Chelsea Vocational High school

New York, NY

High school Diploma

September 1998 – June 2002

SKILLS

Bilingual, fast learner, excellent organization, communication, relationship building skills, friendly with a professional demeanor, styled and curated photo shoot for women fashion, type 50 wpm, and visual merchandiser.

Professional References

- Anna Hutcheson
Assistant Director of Admissions –Recruitment
(662) 801-1164
Ahutcheson@ccny.cuny.edu
- Antoni deleon
General Manger of operations for Victoria Secret
(917)870-2601
- Windessa Seymour
Back of house Supervisor at Victoria Secret
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- Helen Zhikhareva
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