

Julissa Hash

Round Rock, TX 78681 | (512) 703-7895 | julissavidals@hotmail.com

[linkedin.com/in/julissa-vidal-6a06024a](https://www.linkedin.com/in/julissa-vidal-6a06024a)

SUMMARY

Bilingual (Spanish & English)

Dedicated to Customer-Service | Educated & Experienced in Administrative Management

Energetic, hard-working, responsible "people-person," who is motivated to help others and solve problems. Looking for an entry-level bilingual opportunity in public-service, direct-sales, and/or administrative management that could lead to advancing leadership responsibilities. Adaptable and comfortable with diversity, complexity, and rapid change. Highly self-directed, unassuming, always positive, team-player.

Talents

- Listening, Advising, Mentoring
- Desktop & Web Technologies
- Administrative Management
- Mediation/Conflict Resolution
- Independent/Self-Starter
- Trust-based Personal Relationships
- In-Person & Written Communications
- Electronic & Voice Communications
- Research, Analysis, Recommendations
- Planning, Organization, Collaboration
- Quick-Learner, Astute
- Responsible, Respectful
- Helpful, Problem Solver
- Committed to Team Success
- Accurate & Detail Oriented

PROFESSIONAL EXPERIENCE

Full-Time Mother/ Part-Time Entrepreneur (Austin, TX)

2003 - Present

Created and managed a family business (domestic/cleaning services), including: customer acquisition, service delivery, billing and collections – all while successfully raising a family with 3 children, and studying/acquiring a second language. Eagerly working toward re-entering a professional career in public service. References ...

Ken Wallingford #512-507-5759,
Gerald Dykstra #512-789-7536,
Joseph Sigel #512-963-9172

Co-Owner & Office Manager, Graphicos Comunicacion Integral (Lima, Peru)

1999-2003

Managed all customer, vendor, and employee relationships/responsibilities. Managed marketing & finance functions.

Customer Service Sales Representative, Banco Interandino (Lima, Peru)

1996-1999

Provided high-quality, face-to-face service to bank customers (general public), and sold financial services products.

Administrative Assistant to Senior Director (Promotion), UNACEM-SIA_y_NISA

1993-1996

Administrative Assistant to General Manager, UNACEM-Cementos Lima (Lima, Peru)

1991-1993

Provided executive administrative support, word processing, scheduling, correspondence, problem-resolution, research and analysis. Liaison to other Executives, Administrators, Investors. Promoted to parent/holding company after Year 2.

Administrative Assistant, Backus & Johnston Corporation (Manufacturing, Executive Office)

1989-1991

Executive administrative support, scheduling, correspondence, and communications.

EDUCATION

Austin Community College | Certificate (2005), Intensive English as a Second Language (IESL) | Austin, TX

British Academy | Diploma (1989), Administrative Management | Lima, Peru

Santa Rosa de Lima | Diploma (1987), Secondary Education | Oxapampa, Peru

Citizen of Peru | Permanent Resident of The United States of America
(No Sponsorship Required)