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More than twenty years of office experience as an Administrative Assistant. Proficient in MS Office programs. Proven interpersonal skills. Results driven. Knowledge of Peachtree, Active Learner, Workspace and Com Cash.

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## **Work Experience**

### **Environics Group (Environics Engineering & Environics Recycling)**

April 2005 – At present

#### **Administrative Assistant**

- Responsible for all administrative operations
- Maintain and update employee files.
- Coordinate OSHA trainings and Medical examination for employees.
- Assist President and Sales Manager with all administrative tasks
- Provide executive level support to Financial Manager and Supervisors
- Handle all travel and itinerary arrangements for managers and for the personnel at projects outside Puerto Rico.
- Quote and prepare all the Purchase Orders for materials required for projects.
- General office duties: compose and submit letters, memos, emails, etc.
- Prepare documents for export and import materials such as invoices, packing lists, bills of lading, etc.
- Receive and distribute all company correspondence and faxes.
- Maintain a comprehensive filing system.
- Maintain ongoing inventory of office supplies, place orders as needed.
- Research, handle phones, and arrange meetings.

### **Pfizer**

2004 –2005

#### **Data Support – Quality & Compliance/Documentation**

- Handle and filling all the Change Control as well as all the Corporate Quality documents like Chemical Test Methods, Cleaning Specs, Dosage Forms, etc.
- Enter, modify and update in “Workspace” all the Corporate Quality documents
- Prepare and arrange the delivery of the documents in all the plant and out of it.

**Data Support – Quality & Compliance/Training**

- Audit all the documentation regarding to the trainings in the plant.
- Handle and filling all the training documents
- Maintain and update trainings docs in “Active Learner”

**Empresas Ferran**

2002 –2003

**Secretary**

- Responsible for all administrative operations
- Maintain and update employee files.
- Assist President and Sales Manager with all administrative tasks
- Handle accounts payable
- Follow up on collections to expedite the payment of past due invoices
- Prepare weekly payroll for hourly employees
- Process and invoice customer orders in “Comcash”
- General office duties: compose and submit letters, memos, emails, etc.
- Receive and distribute all company correspondence and faxes.
- Maintain a comprehensive filing system.
- Maintain ongoing inventory of office supplies, place orders as needed.
- Research, handle phones, and arrange meetings.

AGROBASA (Poblete Group)

1987 – 2002

**Administrative Assistant**

- Maintain and update customer files.
- Assist President who was in charge of International Sales
- Handle all travel and itinerary arrangements for the President and sales executives.
- Compose and submit letters, memos, and emails for customers.
- Assist customers regarding to any inquiry or request.
- Coordinate International Sales.
- Research, handle phones, and arrange meetings.
- Handle Inventory

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**Education**

Universidad del Pacifico (Lima, Perú)

Associate Degree - Administrative Assistant

1992 – 1994

ELA Secretarial Institute (Lima, Perú)

Program focusing on secretarial skills

1990 – 1991