

Jeannette Santana

**Fully Bilingual, energetic, passionate, ambitious, goal oriented, and eager to learn;
Sales & Customer Service oriented, Administrative Assist.**

Isabela, PR

vjeannette40@gmail.com - 787-546-2593

I have established new goals and challenges in my life and career. I would like to keep growing professionally and personally. Be able to obtain a new job opportunity or a new career where I will be able to develop new skills and work experience. Give my best toward the company for accomplishment of success and well being for whom I will be able to represent. Willing to experience new job experiences as in relocating if necessary.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

Administrative Secretary, Receptionist, Sales Customer Service

VELEZ AUTO IMPORT - Isabela, PR, US - February 2005 to December 2015

Administrative Executive Secretary, sales, customer Service and Marketing.

Receptionist/Executive Assistant

Modern Office Systems, Inc. - Mayagüez, PR - 1997 to 2000

Responsibilities

Receptionist, clerical duties, customer service, executive secretary president of the company.

Accomplishments

My experience and professionalism

Skills Used

Be pro active, strong leadership, hard worker, positive attitude

EDUCATION

BA in Business Administration Minor in Secretarial Sciences and Marketing.

Inter American University - Aguadilla, PR

1989 to 1994

SKILLS

Fully Bilingual-Fluent (English & Spanish – Read, Written, Spoken); Very Professional, Full Experience in managing computers and software knowledge (Word, Excel, Power point, Outlook –Internet), Adobe Acrobat; Basic Accounting Skills, knowledge handling all kind of office equipment (Faxes, typewriters, photocopiers, etc.); strong organizational skills, well organized, responsible, dynamic, pro-active, discreet, positive attitude, and ability to work under pressure and with minimum supervision; excellent interpersonal relationships; Strong Customer Service and sales orientation. Team worker, strong leadership, quick learner, ability to set priorities, take decisions and resolve problems in a fast and efficient matter. * Certified as a Sales Executive and Customer Service Representative.

ADDITIONAL INFORMATION

Certified Sales and customer service Representative
Automax