

# Diana Lechuga

Wheeling, IL 60090

Phone: (224) 650-0710

Email: dsonanes@yahoo.com

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## **Objective:**

Proactive and organized individual seeking a position as an Administrative assistant. Bringing strong problem solving abilities and brilliant customer service relationship skill to ensure the functionality and prosperity of the company

## **Education**

2009 Wheeling High School  
Wheeling, Illinois

2012-Present Harper College  
Palatine, Illinois

## **Work Experience**

2009-Present Administrative Assistant

### Insure With Us Agency

Accounting, Accounts receivable, payroll

Getting contracts for new companies

Data Entry

Quoted and issued policies

Scheduled and confirmed meetings

Maintained utmost discretion when dealing with sensitive topics

Trained new employees to ensure attention to detail and follow company policy

Developed new filing system and organizational methods

Opened, sorted, and distributed incoming messages and correspondence

Expense report experience

## **Additional Skills**

Bilingual in Spanish and English

Expert in Microsoft Office

Web and tech savvy, require little to no training

## **References**

Monica Gonzalez, Manager, Insure With Us Agency, 224.343.6651

Elizabeth Villa, Manager, Insure With Us Agency, 224.419.1202

Steve Login, Agent, Insure With Us Agency, 224.226.4284