

Amy De Los Reyes

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To obtain a position that will enable me to utilize my skill set and contribute to this company.

Work Experience

Administrative Assistant

Johnson's Tree Service

September 2017 to Present

- Create and update letters, estimates, invoices, and reports
- Running errands to the post office or supply store
- Arrange meetings and appointments
- Answer phone calls and direct them to the correct department
- Maintain folders on servers
- Cover reception
- Respond to emails
- Order and distribute work orders
- Communicate with an onsite technician
- General clerical support duties including filing and scheduling
- Record and update payments
- Process and forward monthly statements to customers
- Process all requests for Certificate of Insurance

Customer Service Manager

Wal-Mart

February 2011 to August 2017

- Greeted customers
- Check out customers
- Make sure there is money in the registers
- Run audits on a daily basis on registers
- Worked with a variety of customers on a daily basis to satisfy their needs
- Supervise the cashiers & customer service desk
- Approve price changes and price matches
- Trained the cashiers and service desk associates
- Answer phones at customer service desk
- Run yearly inventory checks

Sales Associate/Cashier

The Children's Place

October 2009 to September 2010

- Organized displays
- Rearranged sale displays to fit the criteria for the new shipments

- Logged in new shipments
- Worked the cash registers
- Worked with a variety of customers on a daily basis to satisfy their needs
- Helped Manage the price changes throughout the week

Education

Florida Southwestern State College Fort Myers - Fort Myers, FL

High school diploma or GED

Skills

- Prioritization and problem solving Technically proficient in MS Word, Excel, PowerPoint, Outlook. Keyboarding 50 WPM and 10 Key Calculator Detailed oriented and well organized Bilingual English and Spanish Ability to multitask
- Typing
- Clerical Experience
- QuickBooks
- Microsoft Outlook
- Communication skills
- Microsoft Excel
- Computer skills
- Time management
- Microsoft Office
- Microsoft Word
- Administrative Experience
- Personal Assistant Experience
- Bilingual
- Customer service
- Adobe Acrobat
- Spanish

Languages

- Spanish - Fluent
- English - Fluent