

Dahinet Varona

Enthusiastic Motivated Driven

Naples, FL 34117

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Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Administrative Assistant / Office Manager

Key to Cool Airconditioning - Naples, FL

December 2016 to July 2021

Scheduling

Estimating

Ordering parts

Invoicing

Bookkeeping

Customer Relations

Training

Event coordinator

- General office administration including scheduling, placing orders, faxing and filing
- Supervised office management
- Provided administrative support for Owner
- Answered multiple phone lines
- Coordinated meetings for Staff
- Utilized Microsoft Office Suite
- Maintained a contact list for Fieldedge
- Managed records for office
- Checked and processed client account information
- Prepared and distributed Any reports As needed
- Prepared and submitted travel expenses
- Maintained office supply inventory
- Provided excellent customer service

Office Manager / Administrative Assistant

Commercial Electrical Systems - Fort Myers, FL

September 2015 to May 2016

Reason for Leaving: Complicated Pregnancy – Mandatory Bed Rest

Bookkeeper/Administrative Assistant

Tom Christian Construction - Marco Island, FL

September 2013 to November 2014

Reason for Leaving: Complicated Pregnancy – Mandatory Bed Rest

Assistant to the Financial Manager

Bay Electric of Collier County
May 2011 to August 2013

Reason for Leaving: Laid Off

Bookkeeper/Administrative Assistant

Air Conditioning by Key to Cool - Naples, FL
February 2009 to May 2011

Also worked there 04/2015-09/2015

And

2016-2021

Reason for Leaving: Move out of Naples on both occasions

Office Manager

ST Electric of Collier County - Naples, FL
December 2004 to February 2008

Reason for Leaving: Laid Off.

Human Resource

The Registry Resort - Naples, FL
July 2003 to December 2004

Reason for Leaving: Offered a better position

Customer Service Representative- Patient

Naples Community Hospital
June 2001 to July 2003

Reason for leaving: The Urgent Care Center closed

Education

College Degree in Business

High school diploma or GED

Skills

- Microsoft Office (10+ years)
- Quickbooks (10+ years)
- Computer Ease (1 year)
- Excel (10+ years)
- Outlook (10+ years)
- Billing (10+ years)
- Bookkeeping (10+ years)
- Account Management (10+ years)

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- Customer Service (10+ years)
- Data Entry (10+ years)
- Employee Relations (10+ years)
- Filing (10+ years)
- Human Resources (10+ years)
- Hiring (10+ years)
- Inventory (10+ years)
- Management (10+ years)
- Networking (10+ years)
- Negotiation (10+ years)
- Office Management (10+ years)
- Sales (10+ years)
- Training (10+ years)
- Typing (10+ years)
- Accounts Payable
- Accounts Receivable
- Event Planning
- Project Management
- General Ledger Accounting
- Interviewing
- Journal Entries
- Bank Reconciliation
- Financial Report Writing
- Account Reconciliation
- Balance Sheet Reconciliation
- Human resources management
- Profit & loss
- Tax accounting
- Construction Estimating
- Payroll