

# Diaphya Saphyr

Naples, FL 34114

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Over 7 years of responsible corporate experience as an Administrative Assistant with a proven record of accomplishment in the areas of accounting, customer relations, scheduling, sales, staff supervision, and general office operations. Highly skilled leadership with strong organizational abilities combined with excellent interpersonal, communication, and leadership skills that allow me to work effectively with other people at all levels.

Willing to relocate: Anywhere

## Work Experience

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### **Condominium Manager**

Coastal Staffing

August 2019 to Present

- Responsible for maintaining the property and ensuring that it is up to environmental standards
- Manage executive calendars, coordinate meetings, appointments, and events.
- Communicate with homeowners about violations, managing the condos' finances, handling questions and concerns
- Greet and Assist home buyers & clients
- collecting and recording rental payments
- Communicated with property managers, company leaders, and customers
- Prepared lease and rental agreements
- Answer and Transfer phone calls to the right Extension
- Answering questions sought by the staff
- Assisted with improving wide range of property management functions
- Perform routine clerical tasks such as copying, faxing, filling, scanning, & mailing

### **Administrative Assistant/ Family Services**

Habitat for Humanity

April 2014 to July 2016

- Sign in applicants in Smart-sheets and Raiser's Edge programming
- Receive mortgage payments
- Manage applicant Records
- Attends Staff and family services meetings to improve our programs for the community
- Assist Family Services Department by doing initial interviews for the applicants who's interested in the program
- Answer and Transfer phone calls to the right department
- Answering inquiries and information sought by the staff
- Translating and communicating with the Applicants who speaks Creole

### **Administrative Assistant**

Dynamic Insurance Agency

January 2011 to February 2013

- Assist clientele as they enter office and via phone.
- Perform filing, data management, drafting and editing short office memos.
- Assist with office administrative duties.
- Prepare required registration forms and process payment of related fees.
- Perform routine reception and clerical duties such as answering the telephone, scheduling appointments, maintaining records and ordering supplies

### **Chiropractic Assistant**

Sunshine Chiropractic Office

December 2005 to November 2008

- Keep examining room and waiting rooms clean and orderly
- Accept payment for health products
- Perform accounting-related duties such as keeping track of accounts payable and receivable, bank deposits and payroll
- Process claims for health insurance
- Greet patients and show them to adjustment rooms
- Help patients complete chiropractic health histories, if necessary
- Apply ice packs and heat packs on patients if needed

## Education

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### **High School Diploma**

Christian Academy

June 2005

### **High School Diploma**

Lely High School

### **Interior Design**

Miami Art International University

## Skills

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- Office Skills: Office Management Spreadsheets/Reports Front-Desk  
Records Management Event Management Reception  
Database Calendaring Executive Support  
Administration Filing Travel Coordination  
Computer MS Word MS Outlook MS Publisher  
Skills: MS Excel MS Access Windows  
MS PowerPoint MS Project Keystone  
Raiser's Edge Smart-sheet  
English  
Languages: Creole  
French
- Translation
- Event Planning
- Interior Design
- QuickBooks

- Payroll
- Interpretation
- CAD
- Property Management
- Accounts Receivable
- Accounts Payable
- Accounting