

Profile for Eva Valeriano - 10211 Ura Lane, Thornton, CO 80260

Phone: 720-289-0990

Five+ years of experience as an administrative assistant providing back up support to accounting department and different levels of management. Several years of legal experience assisting attorneys with case management doing intakes, background checks, scheduling for hearings, writing pleadings and e-filing documents. Several years of Spanish interpreting skills with the ability to communicate effectively.

Skills: SAP, Private Branch Exchange (PBX)/Televan Phone, Microsoft Office, Word & Excel

Professional Experience

One World Translation - Customer Service- Admin Specialist/Interpreter
10/2014 - Current

- Process requests for interpreting services for insurance companies and medical providers
- Answer phones to take requests, enter and schedule appointments on Outlook
- Prepare invoices in a prompt manner and obtain billing authorizations
- Provide interpreting and translation services for medical, legal and educational offices.

Smart Translations: Provide Legal and Medical Interpreting services 12/2016 - Current

Adams District 12 Schools- Interpreter for the Translation Services
08/2013 - 8/2017

- Responsible for providing interpretation services for all schools within the district; attend school meetings to assist teachers and parents during conferences and informational meetings.

Nectir Inc., 10955 Westmoor Dr. Suite-400, Westminster CO 80021
1/2014 - 11/2015

Administrative Accounts Representative - Enterprise Rent-A-Car

- Processed credit card payments and verified accounts for rental cars
- Updated information on ARMS- 2.0 Database to bill insurance companies for rental cars
- Contacted insurance companies to verify and request for payments on direct billing
- Wrote weekly reports of account stats and called customers to resolve pending issues.

Administrative Assistant for Family Services -Title I and Title X 8/2012 - 7/2013

- Responsible for administration of Title - X (Ten) Homeless Program
- Processed applications and followed federal guidelines to assist clients

- Utilized school database to verify and store personal student information
- Created Excel spreadsheets to keep count of students receiving assistance
- Assisted different departments to provide Spanish interpreting services for families.

Experis Financial -Western Union Banking

12/2011 - 04/2012

Position: Legal Analyst for the Due Diligence Department.

- Responsible for conducting legal analysis of business contracts in foreign countries
- Doing legal research to conduct background checks on business owners.
- Contacting contractors through e-mails and phones to verify business locations
- Create Excel sheets with the legal findings for each account for federal tax reporting

Administrative Assistant for Denver Public Schools- Skinner Middle

7/2010 - 6/2011

- Provided advocacy for Hispanic parents and students during disciplinary actions
- Created personal files for students and parents using Excel spreadsheets
- Wrote monthly reports for the purpose of obtaining federal grants

Temporary Positions:

Excel Personnel, Inc. 9351 Grant Street, Denver CO 80229

Administrative Assistant - El Dorado Distributing Co.

8/2014 - 11/2014

- Provided administrative support for the front office as a receptionist
- Edited and proofread all documents and correspondence letters
- Prepared mailing labels and made sure mail was ready for pick up
- Answered phones to assist customers pay their bills and updated accounts
- Verified charges on accounts before shipping goods to customers
- Charged accounts and generated invoices before reconciling accounts

Ultimate Staffing, 7887 E Belleview Ave., Englewood CO 80111

Corinthian Colleges - Student Information Specialist

12/2013 -5/2014

- Utilized PBX system to provide customer service in outbound call center
- Provided students with information regarding college programs and benefits
- Adhered to quality control regulation to provide with excellent customer service
- Department of Labor and Employment - Administrative Assistant 5/2008 - 11/2008
- Law Office of Douglas Romero - Legal Assistant Intern 1/2007 - 11/2007
- Law Office of Cabral & Cabral, LLC - Receptionist/ Legal 2001 - 2002

- Law Office of Eley & Galloway, LLC – Personal Legal Assistant for WC Cases - 2000

Education, Internships, & Volunteer Work

- Community College of Denver - Associate of Arts in Social Behavioral Sciences - (5/2011)
- Adams County Probation - Legal Assistant Internship 1/2010 - 03/2011