

Gisell Onate

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To utilize my administrative skills to an organization with room to grow

Work Experience

Receptionist

Abitos PLLC (Formerly Lopez Levi Lowenstein Glinsky PA) - Miami, FL

July 2018 to January 2020

Greet and welcome clients with a warm, professional demeanor

Notify other workers of client arrival

Answer and direct calls; take and relay messages; provide information to callers

Receive and distribute mail and packages

Schedule meetings

Order office supplies and maintain office inventory

Administrative Assistant

Graphink - Miami, FL

February 2015 to July 2018

Answer and direct incoming/outgoing phone calls

Greet Customers and provide customer service to their inquiries

Ingoing an outgoing check payments and deposits

Utilize QuickBooks for check and payment processing

Create orders and estimates for customers

Maintain cleanliness of the office

Scan and file documents

In charge of shipments

Sort incoming and outgoing mail

Education

Associates in Arts in Psychology

Miami Dade College - Miami, FL, US

May 2016

Skills

- Excellent customer service skills
- Organized
- Data Entry
- Multi-Line phone systems
- Ability to work under pressure
- Advanced computer skills: Proficient in Word, Excel, PowerPoint, Practice CS,

DOCIT, Outlook

Use of office equipment: Fax machine, copiers, scanners

Respond to inquiries and feedback from clients via email

Bilingual: Fluent in English and Spanish

- Typing
- Customer service
- Bilingual
- Multi-line phone systems
- Appointment scheduling
- Organizational skills