

Irma Sandoval

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To obtain an office position that will allow me to utilize and grow my profession skill set and learn about a business through firsthand experience.

Authorized to work in the US for any employer

Work Experience

Admin Assistant and HR Coordinator

Elevation Hospice - Broomfield, CO

February 2020 to Present

Accept and direct calls on a multi-line phone, coordinate intake of new patient information, update daily referral reports, order supplies for office, assist with all internal and external HR related inquires or requests, maintain 120 employee records, head the recruitment process by identifying candidates, performing reference checks, and issuing employment offers, coordinate and lead new hire onboarding, and support other assigned functions while supporting the field, to include RN, LPN, and CNA staff.

Administrative Assistant

Mission Plumbing - San Antonio, TX

March 2019 to November 2019

Work with the commercial plumbing project manager to coordinate and accomplish necessary project requirements to include assisting with bidding and construction process, prepare and track project related logs and documents, maintain job files and perform general administrative duties. All projects worked on were between \$300,000 up to \$2M.

Receptionist

OpusCare of Texas - San Antonio, TX

September 2018 to March 2019

Accept and direct calls on a multi-line phone, coordinate intake of new patient information, update daily referral reports, create reports for COO as requested, update primary care physicians of patient care to include admissions and expirations, pre-approve claims for payment, manage file system for claims and invoices, assist with talent acquisition and recruitment, aide in on-boarding for new hires, accommodate patients and family needs to include coordination of care with clinical staff and billing issues, assist clinical team (to include RN, LVN, and Social Workers) with additional tasks, manage inventory of marketing supplies, accept and distribute mail, order and organize supplies for office, acquire resources for company to include relationships with local churches and vendors, manage office accounts to include parking management, document management, and water delivery, provide support to human resources administrator, coordinate maintenance for office building, prepare meetings and conference calls, organize group lunches and celebrations for company, abet creation and launch of company volunteer program. (All tasks listed were performed for San Antonio and Corpus Christi location).

Office Manager

Morris Realty - San Antonio, TX
June 2017 to September 2018

Accept and direct calls on a seven line phone, process rental applications, create and manage new lease agreements, accept rental payments, coordinate with vendors to complete maintenance work orders, file classified tenant information, organize office operations, order supplies for office, assist in on-boarding for new hires, provide widespread support to visitors and staff.

Front Desk Attendant

Cobblestone Hospitality - San Antonio, TX
February 2013 to January 2018

Register and process guests and their assigned rooms, accommodate guest requests, communicate with hotel staff on status of guest rooms, , up-selling guest rooms and hotel services, handle cash payments, file all necessary paperwork including credit card authorizations and contracts for group or meeting room contracts.

Education

High school diploma or GED

International School of the Americas - San Antonio, TX
August 2006 to June 2010

Skills

- - Proficient in all Microsoft Office Software, Yardi Genesis and Netsmart and Devero software. Intermediate QuickBooks experience. Multi-line phone experience. Multitasking, prioritizing, organizing, and interpersonal skills. Medical claims processing experience. Management experience.
- Human Resources
- Office Management
- Talent Acquisition
- Property Management
- Hospice Care
- Property Leasing
- Document Management

Assessments

Administrative Assistant/Receptionist — Highly Proficient

November 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [Highly Proficient](#)

Office Manager — Expert

January 2020

Scheduling and budgeting

Full results: [Expert](#)

Working with MS Word Documents — Expert

November 2020

Knowledge of various Microsoft Word features, functions, and techniques.

Full results: [Expert](#)

Receptionist — Expert

December 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [Expert](#)

Administrative support professional fit — Expert

February 2021

Measures the traits that are important for successful administrative support professionals

Full results: [Expert](#)

Attention to detail — Highly Proficient

May 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Highly Proficient](#)

HR: Compensation & benefits — Highly Proficient

November 2020

Knowledge of compensation and benefits programs

Full results: [Highly Proficient](#)

Management & leadership skills: Planning & execution — Highly Proficient

November 2020

Planning and managing resources to accomplish organizational goals

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.