

Jessica Rivera

Aurora, CO

rivera_1128@yahoo.com

(720) 288-3140

Authorized to work in the US for any employer

Work Experience

Office Assistant

PIMA MEDICAL INSTITUTE - Aurora, CO

November 2017 to Present

- Proven track record of accurately maintaining detailed academic records, generating reports, and multitasking within fast-paced atmospheres
- Ensuring scanning & mailing Purchase Orders
- Following-up with PN students to ensure all required paperwork are received in a timely manner
- Monitor and track students attendance
- Assist with the typing, filing, copying and data entry
- Order and prepare books and scrubs for classes. Maintain book inventory and barcode books. Issue books and scrubs to students
- Assist with school events such as graduation, new student orientation and appreciation events.
- Utilizes Outlook to schedule interviews for Program Director to meet with Prospect Students
- Excellent customer service engagement with current and prospective students
- Liaison between current and prospective customers to the program and campus directors
- Assists program director with team management within the department

Funding Analyst

CU DIRECT CONNECT - Centennial, CO

May 2017 to November 2017

- Responsible for review and funding auto finance loans, including data entry and employment verification
- Conducted verification of employment and telephone information with calls to customers
- Managed a Queue of customer files with the purpose of funding contracts in a deadline intensive environment
- Follow up with customers and dealers to ensure stipulations are received and met loan requirements
- Provides customer service and communication through daily interaction with applicants and dealerships

Admissions Receptionist/Admin. Assistant

COLLEGEAMERICA - Denver, CO

May 2015 to May 2017

- Maintain the reception area and front desk to ensure it is clean, welcoming and supplied with the appropriate marketing materials and admissions forms
- Ensure that leads are entered correctly into CVUE/Velocify using correct and accurate lead information and lead source
- Screens and directs incoming calls to appropriate department

- Greets and directs prospective graduate enrollees, current students, and visitors to the appropriate staff member
- Maintains accurate admissions records (e.g., leads, inquiries, etc.) and prepares regular reports
- Provides assistance in completing general and clerical tasks
- Demonstrated capacity to provide office duties such as assisting staff and faculty with their specific work when required and assisting when necessary

Office Clerk

JTA REAL PROPERTIES LLC - Denver, CO

September 2013 to March 2015

- Answered telephone calls and emails with professionalism and ease
- Updated, managed incoming/outgoing mail, office files, folders, record, and correspondence
- Organized files, and folders for residence and helped maintain accurate record keeping
- Proficiently assisted with paying all monthly and quarterly bills for the leasing office to ensure bills were paid on time
- Utilized general office equipment, including fax, scan, copy and printer machines
- Perform additional general office duties such as assisting staff with their specific work when required and assisting when necessary
- Filed Eviction Court Cases with a Corporate Resolution for Denver, Arapahoe, and Adams County

Education

B.S. in management

CollegeAmerica - Denver, CO

June 2015 to June 2017

A.A.S in business and economic concepts relating

CollegeAmerica - Denver, CO

February 2013 to May 2015

Skills

- Bilingual minded Administrative Assistant with over 8 years' experience looking for a position to grow my knowledge and abilities.
- Excellent Time Management and Data Entry Skills
- Ability to multi-task and effectively prioritize daily work
- Well versed in managing multiple line phone system and handling multiple incoming calls
- Committed to provide exceptional customer service to clients and coworkers
- Proficient in computer software programs including Adobe, Word, Excel, Access, Outlook, Power point and Google Chrome
- Typing
- Clerical Experience