

# LIZZY RODRIGUEZ

(239) 821-2759 | Lizzyrodriguez.ao@icloud.com | Naples, FL 34114

## SUMMARY

Administrative professional dedicated to cultivating positive management connections. Highly developed communicator with outstanding skills in complex problem-solving. Expertise in resource allocation and schedule management.

## SKILLS

- Prioritization
- Organization
- Multitasking
- Positivity
- Office equipment operation (copiers, fax machines, etc.)
- Attention to detail
- Teamwork
- Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Meeting minutes
- Document and File Management
- Appointment Coordination
- Verbal and Written Communication

## EXPERIENCE

### **ADMINISTRATIVE ASSISTANT, ST. NICOLE CONDOMINIUM ASSOCIATION, PELICAN, December 2019-**

#### **Current**

- Greet visitors
- Answer and disseminate calls
- Provided administrative services, including phone and email correspondence, making copies, and handling incoming and outgoing mail and faxes.
- Maintained a clean reception area, including lounge and associated areas. Operated office photocopiers, coordinated travel arrangements, maintained office bulletin board, and assisted staff with clerical or procedural requirements.
- Processes check requests
- Addressed customer service inquiries thoroughly and quickly.
- Organized files, developed spreadsheets, faxed reports, and scanned documents.

### **ADMINISTRATIVE ASSISTANT, CARDINAL MANAGEMENT GROUP, April 2019-December 2019**

- Always provide five-star customer service by attending to all calls and messages timely.
- Maintain a professional relationship with BOD, Unit Owners, and vendors. Create and send mass communication emails or phone alerts as needed.
- Create and send violation letters to residents. Follow up to confirm compliance.
- Scheduled and coordinated meetings and appointments for supervisor and manager.
- Update various spreadsheet sheets and other general administrative duties as needed.
- Maintained original leases and renewal for the board.

- Processes check requests
- Actively involved with bidding process with contractors and vendors.
- Processing architectural change requests.
- Ensure that all records are kept in good order

**ADMINISTRATIVE ASSISTANT, SANDCASTLE COMMUNITY MANAGEMENT, January 2018-April 2019**

- Always provide five-star customer service by attending to all calls and messages timely.
- Maintain a professional relationship with BOD, Unit Owners, and vendors. Create and send mass communication emails or phone alerts as needed.
- Create and send violation letters to residents. Follow up to confirm compliance.
- Scheduled and coordinated meetings and appointments for supervisor and manager.
- Update various spreadsheet sheets and other general administrative duties as needed.
- Maintained original leases and renewal for the board.
- Processes check requests
- Actively involved with bidding process with contractors and vendors.
- Processing architectural change requests.
- Ensure that all records are kept in good order

**EDUCATION AND TRAINING**

- NOTARY PUBLIC – National Notary Association - STATE OF FLORIDA 2019
- CAM – COMMUNITY ASSOCIATION MANAGER, LARSON EDUCATIONAL SERVICES. 2019

**LANGUAGES: English / Spanish**

**REFERENCES**

- Lisa Summer - 239-572-2260
- Matt Chionis - 239-269-5310
- Sarah Remus - 239-494-0444