



ESSEX TEMPORARY SERVICES^{INC}

Established 1966

1501 Broadway New York, NY 10036 • (Tel) 212-391-1515 / (Fax) 212-362-3624

For further assistance call The Essex Companies at 212-391-1515

ET 326304

- Skills:**
- Knowledgeable of Administrative support functions and office management
 - Proficient in Microsoft Word, Excel and PowerPoint
 - Strong planner and problem solver who readily adapts to change
 - Ability to work independently and exceed expectations.
 - Bi-Lingual: English and Spanish

Education:

01/12 – 2014 ASA College New York, NY
Associates Degree in Healthcare Office Administration (02/14)

2003-04 CENTU Santo Domingo, DR
Certificate as an Executive Office Administration (05/04)

Experience:

2016- Present **Bangel Cohen Falconetty LLP** Bronx, NY
Legal Assistant

- Serve visitors by greeting, welcoming, directing and announcing them appropriately
- Answer, screen and forward heavy volumes of phone calls while providing basic information when needed
- Receive and sort daily mail/deliveries/couriers
- Perform other clerical receptionist duties such as filing, photocopying, collating, faxing etc.
- Meet with clients explain WC process and translate for attorneys when is needed
- Take new cases
- Reviewed legal bills and prepared cover letters for bills sent to clients.

2012-2016 **Rubin Abramson LLP** New York, NY
Secretary/ Hearing Data entry

- Operated office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.
- Answered telephones, directed calls, and took messages.
- Maintained and updated filing, inventory, mailing, and database systems, either manually or using a computer.
- Opened, sorted, and routed incoming mail, answer correspondence, and prepare outgoing mail.
- Computed, recorded, and proofread data and other information, such as records or reports.
- Enter hearing Appointment on computer system and make schedule for the court calendar

References: Will be furnished on request