**[office admin](https://www.postjobfree.com/resume/ad09ce/office-admin-waterbury-ct)**

**Location:**Waterbury, CT, 06704

**Posted:**November 18, 2023

**Contact Info:**

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**Subject:**Response to your resume office admin

Message 

Job Description (optional) 



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**Resume:**

Stephanie Gil

OBJECTIVE: to obtain a position within an organization, that will challenge and enable me

to utilize and expand my abilities, while providing an ongoing potential for a personal and

professional growth.

Waterbury, CT 06704

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? Ability to learn, interpret, and apply policies, procedures, and resolutions. Problem solver and always

thinking about abstract and complex situations. Proven interpersonal work relations, communication,

and people skills with the ability to interface with staff and managers. Adept in telephone techniques

and oration of multi-line telephone systems. Proficient in arching and record keeping, maintained

all record-keeping procedures without error. Extensive exposure to public and customer service

requirements, always attentive to the importance of maintaining excellent customer satisfaction.

Authorized to work in the US for any employer

Work Experience

Secretary 2

MERIDEN PUBLIC SCHOOLS - Meriden, CT

October 2023 to Present

Provides secretarial services for assigned staff and performs varied office clerical tasks. Interacts with

students, teachers, and specialists during the course of the school day providing support as needed.

Maintains the resource supervisor's calendar, using judgment to schedule appointments and commit his/

her time. Maintains accuracy of files (i.e. Cumulative and Confidential files etc.) as required. Places and

screens telephone calls for school staff. Uses judgment to answer inquiries, refer callers, and resolve

issues. Relays information and keeps school staff informed of matters. Create and gather student-specific

information (i.e. transcript, for private/consortium/special programs. Inputs grades and attendance to

LACES. Collect, sort, and distribute report cards to assigned staff for distribution to students. Manages

distribution of report cards to absent students. Enroll students in (LACES). Works closely with pupil

services, health room staff, and administration to verify Enrollment. For example county residency,

immunizations, birth certificate, grade level, previous school records, administer/score placement tests,

COSA (Change of School Assignment. (some MS/HS). Processes student school withdrawals, notify staff,

and distributes withdrawal documents to students/parents. Obtain, confirm, and verify student personal

information and input data into LACES. Provides backup to school secretarial as needed. Collect, and

prepare reports on school/student data and distribute them to appropriate staff. Create and maintain

local databases used for school/student data. Perform related work as required.

Office Administrator

ICAHN CHARTER SCHOOLS - Bronx, NY

November 2018 to October 2023

Responsible for keeping the office supplied and organized. This involves small duties, like typing and

taking notes during meetings. Overseeing clerical tasks, such as sorting and sending mail. Keeping an

inventory of office supplies and ordering new materials as needed. Maintaining files. Welcoming visitors

to your office. Managed Frontline accounts throughout the pandemic. Answering phone calls. Taking

and delivering messages. Ensuring the office runs smoothly. Scheduling meetings and sending meeting

invites to attendees. Attendance reporting, evaluating the schedule for each special event, granting

passes to visitors, supervising students, and performing various other tasks as needed. Occasionally

work overtime to participate in special events or celebrations that need additional administrative help.

Managing input of student attendance data. Arranging appointments, and meetings, also circulates

agendas. Coordinating office services for implementing and updating. Organized budget, financial

material, and statistical records. answer emails from administrators, parents, and vendors. Proficient

in using Google Suites, Microsoft Word, Outlook, Excel, and financial programs such as Procurify. Fully

aware of all school attendance policies as well as policies regarding school visitors, picking up students,

early dismissals, and other pertinent rules. Bus liaison, make sure each child is on the bus and on the

correct route.

Receptionist

Gil Refrigeration - Bronx, NY

January 2008 to October 2018

Produced letters, memos, and reports using a computer, received and placed orders, organized files

alphabetically and numerically, performed light typing, operated fax, Xerox, and stamping machine,

greeted and assisted all clients, organized and kept inventory of office supplies, faxed, Xeroxed and typed

documents, managed front desk operations, performed data entry, operated multi-line phone system,

updated large volumes of files, made calls and setup company appointments, assisted clients to fill out

forms, answered phones, relayed messages and directed all incoming calls.

School Bus Monitor

Miles square transportation - Mount Vernon, NY

September 2014 to June 2016

Monitors conduct of students on the school bus to maintain discipline and safety: Directs loading of

students on the bus to prevent congestion and unsafe conditions. Rides school bus to prevent altercations

between students and damage to the bus.

Customer Service Representative

Grand concourse pharmacy - Bronx, NY

June 2013 to August 2013

Greeted customers while entering the premises, Established or identified the price of goods using

electronic or other cash register, Received and processed payments by cash, check, credit card, and

automatic debit, Wrapped and placed purchased goods in bags, Provided information to customers and

guests.

Optical Assistant

Primary Vision Care - Bronx, NY

June 2012 to August 2012

Greeting patients, answering phones, handling and responding to correspondence, maintaining patient

records, scheduling appointments, assisting with vision tests, and teaching patients how to use and care

for contact lenses.

Administrative Assistant

Children's Aid Society - New York, NY

February 2011 to April 2011

Carried out all general clerical duties, Produced letters/memos and reports using a computer, Received

and placed orders, Organized files alphabetically and numerically, Performed light typing, Greeted and

assisted customers, Organized and kept inventory of merchandise and office supplies, Managed front

desk operations, Performed data entry, Made calls and setup company appointments, filled paper of

foster parents records and maintained petty cash sheet.

Education

Associate in Business Administration

Boricua College - Bronx, NY

2011 to 2013

High school or equivalent in Math and science

Bronx Leadership Academy Ii High School - Bronx, NY

2007 to 2011

Skills

? Organizational: Very well organized and comfortable working in a multi-tasking project-oriented

environment; known as ?highly organized and productive employee (10+ years)

? \*Communications: Fluent in English and Spanish; proven communication abilities, oral as well

as written; highly effective team player that understands the value of working with all levels of

employee. (10+ years)

? \*Computer literate: Microsoft Word, Excel, and PowerPoint for Windows User; Outlook, internet and

typing (10+ years)

? Bilingual (10+ years)

? Driving (5 years)

? Office Administration (10+ years)

? Clerical Experience (10+ years)

? Word Processing (10+ years)

? Phone Etiquette (6 years)

? Administrative Experience (6 years)

Languages

? Spanish - Fluent

Certifications and Licenses

CPR Certification

Driver's License

June 2023 to June 2031

Completion of Approved Continuing Teacher and Leader Education

Present

Additional Information

To whom it may concern:

After going through the information that you provided in the job description section, I was pleased to

learn that I possess most of the abilities that you are looking for. As an enthusiastic individual with

over five years of practical experience in providing clerical support, I am confident in my ability to work

extremely well at your company.

As signified in the enclosed resume, I am a self-motivated person who possesses the capacity to

perform advanced clerical, administrative, and accounting support duties in an office environment.

During my employment as a clerk at Gil Refrigeration and Children's Aid Society, I developed strong

expertise in:

? Using office equipment, including computers, fax machines, and photocopiers

? Typing, formatting, proofreading, and editing official documents

? Managing schedules and calendars

? Answering and forwarding telephone calls

? Updating and maintaining office files, records, correspondence, and database systems

? Arranging appointments

With the above attributes, I can be reached at (347) 942-5388 or sgilmaldonado13@gmail.com if you

need to contact me for any information that is not available in my resume.

Thank you for your time and consideration. I look forward to meeting with you soon