Vanessa Gabrielle Gomez

Phone: (310) 936- 6383

Email: Gomez.vanessa737@gmail.com

**EDUCATION:**

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**Arizona State University**

*Bachelors Degree June 2020- August 2022*

* Justice StudiesBachelors of Science Degree (In Progress via online) – Class of 2022
* Emphasis in Legal and Justice Studies

**QUALIFYING SKILLS:**

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* Administrative and office support
* Client relations
* Thrive in both team-work efforts and independent work environments.
* Detail oriented and observant with techniques that might improve quality and systematic approaches
* Proficient with C++, Microsoft Word, Excel, Slack, Payroll, Web Recruiter, OA, Citrix, Cornerstone, Quickbooks & E- Verify
* Tenacity for software engineering and development.
* Proficient with Mac and PC
* Typing speed of 60 words per minute

# PROFESSIONAL EXPERIENCE:

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**Momentum Solar**

Plainview, NY

*Field Marketer* *August 2020- current*

* Door-to-door sales
* Data entry
* Managed calendar, screened phone calls and conducted client communications
* Initiated consultations and saleswith clients

**Law Offices of Gerard Soussan**

Beverly Hills, CA

*Executive Legal Assistant. December 2018- August 2020*

* Organized client appointments and event coordination for speaking engagements.
* Managed calendar, screened phone calls and conducted client communication through email.
* Processed billing and accounts payable for clients on behalf of the firm.
* Generated office correspondence, support staff with emails, coordinating and scheduling interviews
* Developed documentation, flowcharts, layouts, diagrams, and charts for client profiles.
* Data entry and file management
* Proficiency in Quickbooks
* Familiarity drafting and processing legal documents (including but not limited to: E-2, O-1, G-28, I-751, & I-94)

# Harris Family

# Beverly Hills, CA

*Administrative and Personal Assistant July 2016- November 2018*

* Organized and scheduled appointments with clients
* Handling and familiarity with insurance policy paperwork
* Managed client communication through fielding phone calls and emails.
* Initiated regular meetings to provide clear understandings of clients’ needs
* Familiarity utilizing Lotus Notes

# Mitchell Green, CEO & Mediator of Green Mediations

# Manhattan Beach, CA

*Executive Assistant* *April 2015- April 2020*

* Prepared invoices, reports, and financial statements using Microsoft word and Excel
* Managed invoice tracking and processing
* Coordinated travel and schedule for clients and management
* Management of client communication through phone calls and emails
* Filed case documents
* Utilized Microsoft Software’s such as Word, Excel and PowerPoint

# Sunrise Senior Living

# Beverly Hills, CA

*Life Enrichment Manager/ Care manager November 2013- April 2015*

* Assisted residents who obtain severe memory loss with activities to exercise brain
* Utilized interpersonal managerial skills to hold regular family and coworker meetings to address conflicts and helpful resolutions.
* Organized beneficial activities which stimulated the mind and body of residents
* Organized and decorated the facility