



Rose
Resume of Applicant #239808

SUMMARY

Goal oriented professional with experience in Customer Service, Administrative/Executive Assistant, and Recruitment. Results driven, self-starter, ability to multi-task and work under pressure, meeting deadlines and always seeking new challenges. Fully Bilingual English / Spanish. Exceptional communication and interpersonal skills. Skilled knowledge in computer programs such as Microsoft Word, Excel, Outlook, Power-Point.

PROFESSIONAL EXPERIENCE

Kelly Services
Recruiter/Staffing Supervisor

Kendall, Florida
06/2007- 05/2012

Experience in the full life cycle of recruiting, customer service, relationship-building, and marketing services to prospective and existing clients. Responsible for sourcing, screening, scheduling, and interviewing candidates for temporary, temporary to hire and direct hire placements.

- Recruited for marketing, sales, customer service, administrative and Light Industrial positions among others.
- Processed applicants, coordinated skill testing, pre-employment drug tests, background checks, and payroll, conducted reference checks and new hire orientation.
- Maintained a candidate pool thru daily screening of resumes received and interviews conducted to ensure timely fills.
- Typed, edited, and assembled proposal documents and supporting materials using Word and Power-point.
- Successful in generating new business through negotiation strategies while meeting gross profit margins.
- Managed business relationships with clients to fulfill staffing needs while meeting branch goals.
- Developed and maintained relationship with other employment agencies (governmental), universities, and other recruitment sources.
- Successful in finding the perfect fit for both clients and candidates, visiting, listening, advising and delivering well thought out performance-based people.

Allstate Insurance
Executive Assistant/Project Coordinator

Miami, Florida
07/1999- 4/2007

Supported Marketing and New Business department with GAP Dealer contracts.

- Assisted Sales Reps and Regional Marketing Manager in the timely and accurate production of proposals;
- Typed, edited, and assembled proposal documents and supporting materials using Word and Power-point;

- Assisted with the preparation of sales quotes, proposal, set-up of new dealer/agent accounts, and issuance of all insurance policies.
- Assist BDR's with Travel/Hotel reservations, coordinate meetings, maintain PTO schedule for all staff, and request office supplies.
- Conduct monthly audits of insurance policies to ensure properly processed by deadline.
- Schedule conference calls and on-site/off-site meetings

SunTrust Bank

Miami, FL

Administrative Assistant/Trust Division

May 1994 – July 1999

Provided Administrative Support to Business Development Reps in the Trust Division

- Function as liaison between Customer and Business Development Representatives.
- Coordinate and prepare presentations including pricing, negotiations and contracts for prospect.
- Generate agreements; notarize legal documentation for new and existing customers.
- Scheduling of meetings with new prospects, arrange travel and hotel reservations.
- Assist with expense report submittals.
- Compile weekly, monthly and quarterly sales reports via excel spreadsheets for Trust Division area manager.

Continental Airlines

Newark, NJ

Flight Attendant Domestic/International

October 1990 – April 1994

- Provide exceptional customer service to in-flight passengers.
- Perform safety check, announcements to ensure safety of passengers.
- Provide customer service, meal and beverage service to passengers on board.
- Serve as Spanish interpreter for flights to Spain, and the Caribbean.
- Assisted passengers with preparation of customs documentation and duty free forms.

EDUCATION

Miami Dade Community College

Associates in Science Degree- Legal Assistant

Completed 1990

Bachelors Degree

In Progress