

CRISTINA MARÍA RAMÍREZ ELLÍN

OBJECTIVE

Obtain a position where I can maximize my administrative skills and background from over 5 years of formal educational requirements and experiences and organizational abilities. Career advancement opportunity with a company or organization that will allow skill and potential development.

EDUCATION

UNIVERSITY OF PUERTO RICO, MAYAGÜEZ CAMPUS

(AUGUST 2010 – MAY 2015)

Bachelor's Degree in *Office Administration* (BOA)

Minors in: *Business Administration & Business Development*

General GPA **3.64 – 4.00** / Specialty GPA **4.00 – 4.00**

Courses:

- Keyboarding And Its Applications I & II
- Records Management
- Abbreviated Writing System In Spanish
- Introduction To Computer Data Processing
- Electronic Production Of Documents
- Training In Electronic Equipment
- Telecommunications In The Modern Office
- Information Processing And Billing Services In Medical Offices
- Training And Seminar Planning
- Human Resources Management

STUDENT ORGANIZATIONS:

- Member Of The Student Organization - ***Student Association Of Administrative Professionals (AEPA In Spanish)***; Position: *Administrative Assistant* (July 2014 – May 2015)
- Member Of The Student Organization - ***Golden Key Honor Society***; Position: *Webmaster* (August 2013 - May 2014)

PROFESSIONAL CERTIFICATIONS

- Microsoft Specialist Excel 2010
- Microsoft Specialist Power Point 2010
- HIPAA Law 2015

PROFESSIONAL EXPERIENCE

ADMINISTRATIVE ASSISTANT INTERN

(SEPTEMBER 2011 – MAY 2015)

Institutional Research and Planning Office

University of Puerto Rico, Mayagüez Campus

Federal Work-Study Program / Part-Time / Internship

- Tasks: Serve the Public / Answering the Phone / Data entry to computer / Use Office Equipment / Documents & Project Management / Created document, forms and holiday cards / Among

ATTENDANT ADMINISTRATIVE ASSISTANT**(JUNE – JULY 2013)**

Dr. Héctor J. Ramírez Méndez Office

Añasco, Puerto Rico

- Tasks: Serve the public / Answering the phone / Data entry to computer / Use office equipment / Document Management / Schedule and confirm patient diagnostic appointments and medical consultations / Interview patients in order to complete documents, case histories, and forms such as intake and insurance forms / Among

ADMINISTRATIVE ASSISTANT INTERN**(AUGUST 2009 – MAY 2010)**

Internship of High School Eugenio María de Hostos

Organizing Committee MAYAGÜEZ 2010

- Tasks: Serve the public / Answering the phone / Data entry to computer / Use office equipment / Document Management / Among

SKILLS & ABILITIES

- Administrative Management
- Dependable
- Excellent Leadership Skills
- Communication Skills, Oral and Written In Spanish and English
- High Knowledge and Experience with Microsoft Office Programs (Word, Excel, Power Point, Access, Publisher and Outlook)
- Knowledge In Google Calendar
- Ability to Use Tools and Equipment in the Office
- Excellent Interpersonal Relationships
- Ability to Teamwork
- Good Time Management
- Proactive, Organized and Punctual
- Active Listening and Learning
- Creative
- Integrates
- Skillful In Answering and Make Phone Calls at Office
- Create and Organize Physical and Electronic Files
- Shorthand Knowledge
- 60 WPM

REFERENCES

Mrs. Denise Corales Toro, Administrative Assistant III
Institutional Research and Planning Office
University of Puerto Rico, Mayagüez Campus
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Prof. Lizette Bisot De Colucci
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