

Elyci Gonzalez

I would like to obtain a position that offers me personal growth while challenging me by using my skills and abilities acquired in the past to benefit the community.

2006 Citrus Blvd.
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EXPERIENCE

O & O Construction Group, Haines City — *Administrative Assistant*

October 2021-Present (Fulltime)

Omar Arroyo's Executive Assistant October 2021-Present (Part-time)

- Greet and assist customers
- Answer and route phone calls accordingly
- Check voicemail, take and deliver messages accordingly
- Generate letters and memos
- Typed, send, receive and deliver emails accordingly
- Schedule appointments and meetings
- Reviewed budgets
- Bookkeeping
- Assisted community events
- Other duties as assigned

Polk County Tax Collector's Office, Davenport — *Road Tester*

April 2021 - September 2021

- Greet and assist guests/customers
- Verify proper documentation and input data before road testing
- For road testing, evaluate driving skills according to state mandates.
- If driving test passed, issue Fl Driver's License

Law Office of Brian R. Hersh, Miami, FL. — *Administrative Assistant*

August 2003-Present

- Greet and assist customers
- Answer and route phone calls accordingly
- Check voicemail, take and deliver messages accordingly
- Typed letters and memos
- Generated pleadings
- Typed, send, receive and deliver emails accordingly
- Schedule appointments, court hearings and mediations
- Assist Attorney/clients with translation
- E-filing with different county and federal courts using different web pages and applications
- Other duties as assigned

EDUCATION

State of Florida Department of Education, Miami, FL

High School Diploma - June 2008

SKILLS

- Excellent interpersonal and customer service skills
- Excellent communication skills (verbal & written)
- Analytical and problem solving skills
- Self-motivated, dependable and efficient
- Great organizational and multitask skills
- Proficient working with computers and handheld devices and applications..

LANGUAGES

Fluent in English & Spanish
Verbal & Written

PROJECTS

Hispanic Empowerment Foundation— *VP & Executive Director*

This is a non-profit foundation which was created to raise money to be able to assist financially to students with unmet needs who will be attending college.

REFERENCES:

PERSONAL: Dessire Duarte-Accountant (786)-859-0425

BUSINESS: Brian R. Hersh-Attorney at Law (305)-546-8505

BUSINESS: Omar Arroyo- Entrepreneur (863)-594-4697