**Isabel N. Vian**

**1910 West 56 Street, #3424**

**Hialeah, FL 33012**

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**Objective**

Seeking full-time opportunity where I will be able to utilize all of my present skills and expand upon them by experiencing new situations and learning new technologies while being able to make significant contributions to the company.

**Software/Skills**

* Microsoft Office Suite: Word, Outlook, Excel
* Word Perfect 6.0, 8.0. Windows 10
* Typing speed: 50 WPM
* Dictaphone Transcription

**Professional Experience**

**Administrative Assistant / Receptionist April 2022 – October 2022**

***Paramount Consulting and Engineering, Miami, FL***

General front management duties, greeting clients, check voicemail, correspondence and sending emails to appropriate parties; HR support, creating and maintaining confidential employee onboarding files; setup of telephone app and tools as needed. Routinely update administrative lists and business license renewals. Schedule training for heavy equipment, All inventory control; orders and follow ups; office supplies, breakroom, janitorial, special orders and tools. Schedule courier and maintenance service calls and post office runs. E-mail, fax, scan, print and file documents, word processing of documents and all office procedures as needed and/or assigned.

**Administrative Legal Assistant December 2017 – March 2020**

***Jorge Chervony, P. A., Miami Beach, FL***

Office assistant to the Attorney with running of the daily operations of the office; Managing accounts payable for the office expenses and employers’ personal expenses; Management of court dates, daily meetings and scheduled appointments; Creating and maintaining client files; Answering multiple phone lines; Managing collections and receipt of customer payments; Word Processing of a variety of Criminal and Immigration Law documents such as Notices, various Motions, Subpoenas, and client correspondence and e-mails; General office management and maintenance.

**Administrative Secretary April 2011-December 2017**

***Certified Tech, Sunrise, FL***

General office management and maintenance; Answering phone lines; Creating and maintaining client files; Customer relations and client contact; Consolidate purchases and credits with monthly statements; Accounts Payable & Receivable; Collections, Scheduling meetings and travel arrangements, word processing of documents and all office procedures as needed.

**Administrative Legal Assistant Apr. 2000-July 2003**

***Eric F. Stupel, Esq., Miami Beach, FL***

Word Processing of a variety of Criminal Law documents such as Notices, various Motions, Subpoenas, and client correspondence and memos; Dictaphone transcription; Creating and maintaining client files; Answering multiple phone lines; Assisting in client interviews with Spanish language translation and note-taking; Translation of legal documents (Spanish/English); Managing collections and receipt of customer payments; Customer relations and client contact; General office management and maintenance.

**Word Processor III Jan. 1996-Jan. 2000**

***St. Thomas University, School of Law, Miami, FL***

The overall duties for the Legal Writing Faculty and Adjuncts required: Word processing of legal documents and memos for class assignments; Assisting with various preparations for classes; Dictaphone transcription; Maintaining files; Answering and managing phone requests; Taking minutes for departmental meetings; Setting up audio-visual equipment for classes and events in the Law School.

**Education**

**St. Thomas University, Miami, FL June 1996-May 1998**

Courses for BA in Business Administration, Elem. Education & Sports Administration

**Languages**

**Bilingual** - English/Spanish -- Fluent in speaking, reading and writing.