



ANNA CLARRISCE MURILLO

ADMINISTRATIVE ASSISTANT

CAREER GOALS

I am detailed-oriented with excellent communication, organization, and time management skills that ensures that I finish all my task on a timely manner and without compromising the quality of the output. My work experience trained me to have a good judgement and multitasking ability that enables me to handle multiple assignments.

REACH ME AT

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ACADEMIC HISTORY

Saint Mary's University

Bachelor of Arts and Sciences Major in English

- Certification as a Varsity player
- Scholarship awardee for sports and dance

Espiritu Santo Parochial School

Consistent Honor Student

- **WES - on process**

CAREER HISTORY

Administrative Assistant

The Visa Center | October 2020 - Present

Desertwaves Brokers | November 2018 - April 2020

- Prepare, key in, edit and proofread correspondence, invoices, presentations and reports
- Open and distribute incoming regular and electronic mail and othe material and coordinate the flow of information internally and with other departments and organizations
- Schedule and confirm appointments and meetings
- Order office supplies and maintain inventory
- Answer telephone and electronic inquiries and relay telephone calls and messages
- Set up and maintain manual and computerized information filling system
- Determine and establish office procedures
- Greet visitors and direct visitors to appropriate personnels
- Record and prepare minutes of meetings
- Arrange travel schedules and make reservations
- may compile data, statistics and other information to support research activities
- May supervise and train office staff in procedures and in use of current software
- May organize conferences

Shift Supervisor

Yadoo's House Restaurant | June 2014 - July 2018

- Manage shift records, producing timely reports to keep management updated
- Covered production demands with well coordinated schedules and work assignments
- Complete jobs with high accuracy, carefully studying schedules and estimating labor requirements for effective planning
- Control team behavior and daily activities through effective disciplinary and motivational measures
- Maintains compliance through well implemented safety standard
- Support continues improvement strategy based on 5S and learn principles
- Enhances shift performance in areas such as front of the house and bar area by auditing activities and devising improvement strategies
- Trains and mentors team members in company policies and led by example to promote the company's mission and values
- Helps the team to meet the target by keeping stock levels optimized and coordinating necessary resources to support employees needs
- Protect team members from unnecessary risks by mandating use of protective equipment
- Focuse employees on important tasks such as excellent customer service and high end serving, prioritizing work to accomplish daily goals