

CAREER PROFILE

A current MBA student with extensive administrative experience, strong legal background and excellent customer service skills seeking an **Executive Assistant** position.

EDUCATION**Master of Business Administration***Nova Southeastern University, Huizenga School of Business*

GPA: 3.90

2015 – Present

Davie, FL

Juris Doctor*Nova Southeastern University**Shepard Broad Law Center*

2012 – 2015

Davie, FL

Bachelor of Arts in International Relations*Florida International University*

2006 – 2010

Miami, FL

Minor: Spanish; Certificates: Middle Eastern Studies, National Security Studies;

Languages: Arabic and Japanese (Elementary proficiency)

RELEVANT PROFESSIONAL EXPERIENCE**Private Tutor***Self-Employed*

April 2008 – Present

Broward and Miami-Dade

-Self-employed tutor of middle school, high school, and college level subjects

Legal Assistant*The Williams North Law Firm, P.A.,*

May 2013 - June 2016

Davie, FL

-Areas of Practice: Civil Litigation (Probate/Estate Planning, Real Estate, Commercial Litigation, Contract Disputes)

-Drafted legal documents, such as complaints, answers, contracts, leases; maintained attorney's calendar; scheduled hearings, and mediations; performed legal research, e-filing and e-courtesy

-Balanced monthly budget and performed other miscellaneous clerical functions

-Communicated daily in Creole and Spanish with clients

Law Office of Valeria Schvartzman

Sunny Isles, FL

-Real Estate Transactions: Title Processor/Closer/Post Closings; prepared HUDs, reviewed real estate contracts

-Corporate Transactions: Drafted powers of attorney, articles of incorporation, bylaws, and operating agreements; submitted LLC and corporate filings

-Daily Spanish communications with clients

Senior Executive Assistant*Ace Flood & Inspections*

June 2006 – August 2012

Hollywood, FL

-Supervised the elevation/survey department and office personnel; maintained calendar of all field inspections scheduled in the tri-county area (Broward, Miami-Dade and Palm Beach)

-Communicated in Creole, French and Spanish daily

-Accurately drafted elevation certificates and wind mitigation reports; assisted surveyor with drafting of boundary surveys on AutoCAD

-Maintained sensitive client information (insurance agencies and homeowners)

-Used QuickBooks and Excel spreadsheets to keep accurate records and bookkeeping

SKILLS & QUALIFICATIONS

-Fast typing skills: 60-65 WPM

-Proficiency in Microsoft Office Suite

-Native/Bilingual proficiency: Creole, English, French and Spanish

-Team player

-Organized multitasker

-Proven ability to meet deadlines

-Exceptional interpersonal skills