***Orquidia Batista***

60 Thayer Street, Apt. # 3C

New York, NY 10040

Cell: (646)- 358-5252

Email: orquidiabatista01@yahoo.com

***QUALIFICATIONS:***

* Work well without supervision
* Bilingual English/Spanish with the ability to translate
* Ability to prioritize and remain focused on the essence of an issue
* Excellent with customer support services
* Skilled at learning new concepts quickly while working well under pressure

***EXPERIENCE:***

03/07-7/07 ***Sheldon Zelic Immigration Law*** New York, NY

*Data Entry Associate (Temporary Assignment)*

* Entered data for immigration services
* Managed multi-lined phones
* Process client files and schedule appointments
* Handles various bookkeeping duties
* Maintain/run office in managers/owners absence

6/05-01/06 **New York City Parks and Recreation** New York, NY

*Clerical Associate/Seasonal Groundskeeper*

* Assisted staff in the reception area, answered multi-line telephone system
* Directed visitors to appropriate areas throughout the recreation center
* Greeted park patrons, answered questions and provided directions
* Cleaned multi-purpose rooms for after school program and sanitized fitness room
* Cleaned restrooms, swept, mopped floors, disposed of litter and debris and informed supervisor of all safety hazards

10/04- 03/05 **East End Model Center** New York, NY

 *Administrative Assistant /Clerical Assistant*

* Managed office documentation
* Greeted and directed visitors / customers to their destination and provided general information
* Answered multi-line telephone, routed calls, and took accurate messages
* Performed faxing , photocopying and filing duties
* Trained new hires
* Assisted supervisor with special projects

1/97-10/00 **River Heights Construction** New York, NY

*Office Manager/Receptionist*

* Arrange conferences calls and meeting
* Answered incoming calls and took accurate messages
* Escorted clients to appointments
* Sorted mail, faxed, and photocopied documents for service coordinators
* Maintained office organized and sanitized
* Distributed incoming mail and processed outgoing mail

**EDUCATION:**

May 2005 **Hanac G.E.D High School Equivalency Diploma** New York, NY

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