

MARIANA NAVA
142 GAVEN STREET
SAN FRANCISCO, CA 94134
415-468-4944
415-412-9276
mariana.nava@att.net

CAREER OBJECTIVE

Seeking a position where I can prove myself indispensable while utilizing my consistently responsive, hardworking and pleasant, easygoing attitude.

HIGHLIGHTS OF PROFESSIONAL EXPERIENCE

- Twenty-three years experience in the legal field, employed as a Receptionist, Client Concierge, Office Clerk, Legal Secretary, Office Administrator and Accounts Payable/Receivable Manager.
- Experienced in all aspects of Office Operations.
- Dedicated to providing Outstanding Customer Service.
- Proficient in Corel WordPerfect, Microsoft Word, Adobe Acrobat and the Tussman Billing Program.
- Confident when performing in a demanding business environment, handling independent projects and prioritizing various tasks.
- Well organized, detail oriented, with strong multi-tasking skills.
- A true self starter with an extensive proactive attitude.
- Dependable and Trustworthy.

EDUCATION

- San Francisco City College, San Francisco, California, AA Degree, December 1993 (General Education)
- Presentation High School, San Francisco, California, June 1979

PROFESSIONAL EXPERIENCE

PARTY STAFF, INC.

SAN FRANCISCO, CA
2010 to Present

Hospitality Professional

I pride myself on being a very competent, reliable and industrious cater waiter with strong hospitality, interpersonal and communication skills, attained through many years of outstanding and devoted service. I have been placed in many busy establishments, for example, inside hotels, restaurants and various other catering sectors. My experience includes working for The San Francisco North Beach Marriott Hotel in 1984 the now defunct Now We're Cooking in from 1998 to 2002. I possess strong customer service and hospitality skills, extreme attention to detail, natural aptitude to work on my own or as part of team, outstanding team-building skills,

well-built management, training and motivational skills, outstanding interpersonal, verbal and written communication skills. My position demands that I provide prompt, efficient and friendly service to the customers, anticipate customer needs, cater to their desires accordingly with competence and maintain high sanitary standards in the kitchen and serving area.

BORG TRUCKING, INC.

SOUTH SAN
FRANCISCO, CA
2010 to Present

Administrative Assistant

My position at Borg includes: Creating, typing and posting Bills of Lading and Routing; Answering incoming and making out-going calls; Responding immediately to all email, voicemail, telefax inquires, dilemmas and demands; Scheduling and calendaring of all appointments, for various pick-ups and deliveries; Retrieving important documents from the internet and consulting with various brokers regarding Certificates of Insurance; Gently reminding clients and vendors of overdue invoices; Official liaison between movers and top designers; Constant contact with prestigious designers and exclusive vendors, either by telephone or in person; Uploading, cataloging, posting and creating files for digital photographs, taken for Google's Picasa Website; Ordering of office supplies and weekly payroll processor.

CHANDLER, WOOD, HARRINGTON & MAFFLY LLP

SAN FRANCISCO, CA
1986 to 2010

Receptionist, Client Concierge, Office Clerk, Legal Secretary, Office Administrator and Accounts Payable/Receivable Manager

Hired for Purchasing/Reception in 1986. Duties included taking inventory and ordering all supplies for law firm approval of invoices, distribution of faxes and allocation of telefax and telephone billing. I undertook the task of reception, phones and oversaw all mail for CWH&M and subtenant law firms. My purchasing obligations required that I keep track of the flow of supplies in the office and maintain cordial professional relationships with vendors. My billing responsibilities included examination and approval of vendor invoices and telefax and telephone bills and distribution to bookkeeping staff.

After a downsizing due to relocation, I was promoted to Office Administrator/Legal Secretary/Accounts Payable/Receivable Manager In 1998. Duties include providence of strong administrative support for the firm in each area, by answering phones, copying, faxing, filing, drafting and typing correspondence, subpoenas, summons and discovery demands, with the help of Essential Forms, maintaining, organizing and managing client files and discovery materials, filing pleadings and motions with the California State Court, ordering meals and supplies for attorneys and clients in-house events and activities, performing various other secretarial undertakings and miscellaneous project work. I pride myself for always being comfortable on the phones, having a pleasant and positive attitude, and being adept at handling a wide variety of tasks in a fast paced environment. Essentially the only administrative assistant to three attorneys, I possess the ability to handle multiple assignments simultaneously and efficiently, a keen

attention to detail and a desire to follow projects through to completion.

This position with the oldest law firm in San Francisco (formerly "Athearn, Chandler & Hoffman") requires a high degree of tact and professionalism in communicating in person and by phone with clients and colleagues of the attorneys and by maintaining the ability to remain calm, relaxed and efficient in demanding situations.

References upon request.

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415-412-9276 (C)
Mariana.nava@att.net

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By Fax: 415-431-1580

Acrobat Outsourcing.
Attention: Human Resources
665 3rd Street, Suite 415
San Francisco, CA 94107

Re: Employment: Catering Services

Dear Sir or Madam:

Please accept my enclosed resume regarding my experience in the catering industry.

I am interested in becoming part of your team, if you will have me. As you can see, by my resume, I am currently employed by Party Staff, Inc. and am looking to expand my catering knowledge/education by picking up some extra work.

Please respond to the email address: mariana.nava@att.net.

Thank you for your consideration.

Sincerely yours,



Mariana Nava