

SERGIO GARCIA

San Francisco, California | 415.497.4349 | mr.sergiogarcia415@gmail.com

Professional Summary

I am a dynamic Administrative Assistant dedicated to continuous process improvement in the face of rapidly evolving markets, which has led diverse teams to achieve company goals. I have a sound judgment & ability to resolve problems diplomatically alongside with my ambitious work ethic that has allowed me to be a useful team player & thrive within a business. My objective is to enter a professional environment where my skills can be used along with other organizational capabilities.

Skills

- Analytical & skilled problem solver
- Effective time management
- Adherence to high client standards
- Interpersonal effectiveness
- Persuasive negotiation skills
- InDesign
- Microsoft Word
- Excel
- PowerPoint
- Google Docs
- Adobe Pro DC
- Photoshop
- Adept to technology
- Keen eye for detail
- Resilience to succeed

Experience

Lubin Olson & Niewiadomski LLP · Law Firm | Contract Office Services Coordinator | Oct. 2018 - Feb. 2019 | San Francisco, CA

- Maintained supplies by determining inventory levels; anticipating requirements; placing orders & verifying receipts
- Tracked & organized files from case documents to facilitate access & availability to attorneys
- Provided administrative support to attorneys & partners to enhance office effectiveness
- Searched legal records collected in computer databases as requested
- Opened, sorted & distributed incoming faxes, emails, & other correspondence
- Coordinated with office manager all aspects of internal & external visitor meetings, seminars, interviews

Amore Real Estate | Contract Assistant Property Manager | Aug. 2018 – Oct. 2018 | San Francisco, CA

- Created Property Statements, Property Displays & designed presentations for the Managing Broker using InDesign
- Prepared listing materials: Pre-listing Presentations, Listing Agreements & Seller Disclosures
- Coordinated all move-in & move-outs for multiple properties statewide both residential & commercial
- Efficiently posted monthly accounting statements and made appropriate deposits for clients
- Maintained office services by organizing office operations, procedures & designing filing systems

First Service Residential | Contract Community Manager | Jan. 2018 | San Francisco, CA

- Coordinated with assigned General Manager to prepare monthly reports & invoices
- Produced requested reports for board packets in a clean, orderly & professional fashion
- Organized & maintained all homeowner & administrative files
- Took client calls & managed work order process, vendors, & client issues
- Maintained community profile, portfolio, policy notebooks & association manuals
- Reviewed, Scanned/Faxed documents as requested by assigned General Manager

Chandler Properties | Contract Property Manager | Sep. 2017 | San Francisco, CA

- Maintained property by investigating & resolving tenant complaints & maintenance issues
- Organized & kept record of vendors throughout the building
- Coordinated projects with general contractors
- Kept log of all deliveries & distributed items accurately
- Maintained all computer & printing stations

Courtesy Park Valet | Executive Assistant | Jan. 2012 – Apr. 2017 | San Francisco, CA

- Coordinated submission of proposals
- Maintained department records including city permits
- Screened calls, managed calendars, scheduled meeting & event arrangements
- Managed private events at multiple venues providing extensive research of parking lots & street parking
- Provided a consistent high degree of both friendliness & efficiency for all guests & clients

Education

City College of San Francisco | International Business - in progress
Abraham Lincoln High School | Class of 2014

First and Last Name: Severio Garcia

Email: _____

Phone number: _____

Working Experience:

Company Name: Fusion Hotel

Dates of Employment: 2017 - 2018

Job Responsibility: Front Desk Agent

- Checking in guests
- helped in the restaurant when needed
- helped house keeping, cleaning rooms

Company Name: _____

Dates of Employment: _____

Job Responsibility:

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Company Name: _____

Dates of Employment: _____

Job Responsibility:

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Skills

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