

Lizeth Ayres

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SUMMARY

Versatile Individual brings valuable experience in administrative roles. Offers friendly, knowledgeable front desk support for high paced environments. Drives office success with uncompromising work ethic, time management expertise and prioritization skills.

SKILLS

- Meticulous and Organized
- Multi-Line Telephone Skills
- Office Equipment Operations
- Scheduling and Calendar Management
- Business Operations Understanding
- Multitasking and Prioritization
- Documentation and Reporting

EXPERIENCE

Medical Interpreter, CalState Interpreting, July 2022-October 2022
Lynwood, CA

- Interpreted verbal and written information during examinations, tests and treatments.
- Obtained permission from patients to translate confidential medical information to and from healthcare teammates.
- Assisted healthcare workers by translating telephone conversations with patients and family members.

Receptionist, Beverly Hills Institute for Pain Management, June 2021-July 2022
Montebello, CA

- Scheduled and confirmed appointments.
- Answered and directed incoming calls using multi-line telephone system.
- Delivered administrative support to team members by making copies, sending faxes, organizing documents and rearranging schedules.
- Screened and verified visitors for identification credentials and purpose of visit to maintain security of personnel and office environment.
- Prepared correspondence, reports and other documents in final formats with correct punctuation, capitalization, grammar and spelling.

Barista, Starbucks, February 2020-June 2021
Tucson , AZ

- Maintained calm demeanor during high-volume periods and special events.
- Supported highest standards of conduct and service to support company reputation.
- Managed morning rush of customers daily with efficient, levelheaded customer service.

- Arranged merchandise and built eye-catching displays to increase sales.

Captioning Agent, CaptionCall, January 2019-January 2020

Tucson, ARIZONA

- Captioned telephone conversations verbatim to facilitate accurate communications.
- Transcribed exact wording for wide-ranging conversations.
- Protected callers' personal information by following exact protocols for typing conversations with no recording or documentation.
- Repeated words into voice recognition software to produce text for captioned telephone.
- Listened to audio to produce captions for individuals with hearing disabilities, such as deafness.
- Proofread automated captions and typed corrections.

EDUCATION AND TRAINING

High School Diploma

Sunnyside High School, Tucson AZ May 2019

LANGUAGES

English:

Professional

Spanish:

Native/ Bilingual