

KAYLA MALVO

2335 CLEARVIEW STREET, BEAUMONT, TX 77701-6410

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Objective

Dynamic, energetic professional seeking to secure a position with a growing company that offers opportunities for career advancement and professional growth.

Ability Summary

Motivated team player with leadership qualities.

Excellent communicator

Organized and detail oriented

Ability to adapt to any environment

Optimal customer service skills

Proficient in Microsoft Office

Administrative Assistant

Employment History

12/2020 - Current **Administrative Assistant**

city of Beaumont Health Department, Beaumont, TX

Handling phone calls, scheduling appointments and meetings, greeting visitors, and managing correspondence. Maintaining files, managing databases, and ensuring accurate record keeping of department documents and information. Compiling and summarizing data for reports, preparing presentations, and assisting with research projects. Drafting correspondence, managing email communication, and relaying information to relevant parties. Managing department purchasing, maintaining inventory of supplies, and processing invoices for payment.

08/2018 - 12/2020 **Administration Assistant**

City of Beaumont Parks and Recreation, Beaumont, TX

Perform routine administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers. Maintained timekeeping, payroll, accounts payables and other task as needed.

08/2017 - 08/2017 **Substitute Teacher**

Beaumont Independent Sch Dist, Beaumont, TX

Responsible for implementing lesson plans, managing the classroom environment, and ensuring student engagement and learning progress during the teacher's absence. Key responsibilities include following the provided lesson plans, maintaining classroom discipline, taking attendance, and providing feedback on student work.

02/2014 - 10/2016 **Administrative Assistant**

Empowered Hands, Beaumont, TX

Coordinated with various staff for operational support activities of the unit; Served as a liaison between departments and operating units in the resolution of day-to-day administrative and operational problems; Provided administrative/secretarial support for various departments/divisions such as answering telephones, assisting visitors and resolving a range of administrative problems and inquiries; Operated desktop

computer to compose and edit correspondence and memoranda from dictation, verbal direction and from knowledge of policies of established departments/divisions; Prepared, transcribed, composed, typed, edited and distributed agendas and minutes of numerous meetings; Scheduled and coordinated meetings, interviews, appointments, events and other similar activities for supervisors, which also includes travel and lodging arrangements.

07/2013 - 12/2013 Personal Banker

First Convenience Bank, Beaumont, TX

Cash checks and pay out money after verifying that signatures are correct, that written and numerical amounts agree, and that accounts have sufficient funds. Receive checks and cash for deposit, verify amounts, and check accuracy of deposit slips. Enter customers' transactions into computers to record transactions and issue computer-generated receipts. Balance currency, coin, and checks in cash drawers at ends of shifts, and calculate daily transactions using computers, calculators, or adding machines. Examine checks for endorsements and to verify other information such as dates, bank names, identification of the persons receiving payments and the legality of the documents. Count currency, coins, and checks received, by hand or using currency-counting machine, to prepare them for deposit or shipment to branch banks or the Federal Reserve Bank. Order a supply of cash to meet daily needs. Receive and count daily inventories of cash, drafts, and travelers' checks. Prepare and verify cashier's checks. Sort and file deposit slips and checks.

06/2011 - 06/2013 Retail Sales

Rue 21, Beaumont, TX

Greet customers and ascertain what each customer wants or needs. Describe merchandise and explain use, operation, and care of merchandise to customers. Recommend, select, and help locate or obtain merchandise based on customer needs and desires. Compute sales prices, total purchases and receive and process cash or credit payment. Answer questions regarding the store and its merchandise. Prepare sales slips or sales contracts. Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices. Maintain records related to sales. Demonstrate use or operation of merchandise. Place special orders or call other stores to find desired items.

01/2008 - 06/2011 Sales Associate

Body Central, Beaumont, TX

Greet customers and ascertain what each customer wants or needs. Describe merchandise and explain use, operation, and care of merchandise to customers. Recommend, select, and help locate or obtain merchandise based on customer needs and desires. Compute sales prices, total purchases and receive and process cash or credit payment. Answer questions regarding the store and its merchandise. Prepare sales slips or sales contracts. Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices. Maintain records related to sales. Demonstrate use or operation of merchandise. Place special orders or call other stores to find desired items.

Education History

Internship - Office Clerk

No degree provided

Jefferson County Correctional Facility, , None Selected

General High School Curriculum

High School Equivalency Diploma

Central Medical Magnet, Beaumont, TX

Office Technology

Associate's Degree

Lamar Institute of Technology, Beaumont

Detailed References

Evette Barlow , Nurse

Beaumont Health Department

409-225-7652