

YESENIA RIVERA

Manchester, PA

I am a self-motivated with excellent clerical office skills. I bring 3 years of office experience which includes public relations and intrapersonal skills. I am reliable and dependable which is an asset to any company seeking to add value to their team. I am team player and able to adjust into any setting and work excellent under pressure. I am a fast learner an eager to learn new things all the time.

Work Experience

Call Center Representative

Revelare Kitchens-York, PA

July 2024 to August 2024

Schedule appointments for kitchen designers to work on there kitchen home and answer any questions for them.

Sales Associate Manger

DATES-York, PA

August 2018 to November 2023

272 CONVENIENCE STORE (CBD, KRATOM TOBACCO STORE AND MORE)

RESPONSIBILITY:

- Clean * Open and Close Store * Office Clerk
- Cashier * Order supplies * Overview Charts
- Lottery * Organized Store

Camp Counselor

Crispus Attucks-York, PA

June 2023 to August 2023

Watch children play with children, steam activities tutor go on field trips supervise mentor.feed children assigned projects and activities

Office Administrator/Supervisor

SAMRC-York, PA

February 2019 to May 2023

RESPONSIBILITY:

- OPEN AND CLOSE OFFICE
- CLEAN AND ORGANIZE OFFICE
- SCHEDULE APPOINTMENTS
- PARTNERSHIP WITH DIFFERENT COMPANIES
- ORGANIZE MEETINGS AND MANAGE DATABASE
- ATTENDING MEETINGS WITH SENIOR MANAGEMENT
- PROJECTS AND COMMUNITY WORK
- MADE FLYERS FOR FESTIVAL AND EVENTS
- INTAKE PHONE CALLS AND MESSAGES
- BOOK IN MEETINGS TRANSPORTS AND ACCOMMODATION

- ORGANIZING COMPANY AN EVENTS
- ORDER SUPPLIES FOR THE OFFICE
- PREPARING LETTERS PRESENTATIONS AND REPORTS
- PROCESSING INVOICES AND MANAGING OFFICE BUDGET
- INTERVIEW AND ENROLLED VOLUNTEER WORK.
- OFFICE CLERK
- OFFICE SECRETARY CLERK
- DEALING WITH CORRESPONDENCE, COMPLAINTS AN QUERIES
- HELP WITH CLIENTS WITH THEIR. PAPERWORK, BENEFITS OR NEED.
- HELP CLIENTS ENROLLED SCHOOL GED CLASSES.
- FAMILY COACHING
- HELP FAMILIES ENROLLED IN SHELTERS
- MENTOR
- GIVEAWAY FOOD DONATION
- ENROLLED HOUSING AUTHORITY AND SECTION 8
- HELP CLIENT WITH JOB APPLICATIONS OR TEMP AGENCIES.
- HELP WITH DOMESTIC VIOLENCE. VICTIMS.
- HELPED CLIENTS ENROLLED AUTISM AND AUTISM CHILDREN.
- HELP WITH MENTAL. ILLNESS. SSI AN SSD
- MENTOR. WITH CLIENTS THAT CAME OUT OF PRISON, HELPING WITH THE PROGRAM AND THE PROGRESS.
- VENDOR.
- PROMOTING.
- TRAINING.
- BASIC COMPUTER SKILLS
- MICROSOFT COMPUTER SKILLS
- LEADERSHIP

Housekeeping Manger/front Desk Clerk

Dates Country Inn

October 2017 to February 2019

RESPONSIBILITY:

- Clean * Front Desk Clerk * Laundry
- Organized * Training * Open and Close
- Order supplies * Microsoft charts Schedule and Rooms

Assistant Manager

GOLDEN BEAUTY SUPPLIES-York, PA

January 2015 to May 2018

RESPONSIBILITY:

- Training * Order Products and supplies * Care for customer
- *Clean
- Schedule interviews * Organized Store * Greet Customers
- Hiring an terminating * Overview Charts we order * Open an Close

Education

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EMPIRE BEAUTY SCHOOL - York, PA
September 2010 to December 2011

ASSOCIATE DEGREE in BUSINESS MANAGEMENT

MEDGAR EVERS COLLAGE - New York, NY
May 2007 to December 2009

DIPLOMA

CENTRAL DAPHIN COUNTY - Harrisburg, PA
August 2004 to May 2006

Skills

- General updates Reports
- Office Management
- Public Relation
- Organizational Systems
- Administrative Management
- Team Management
- Human Resource Management
- 7 Years of Management experience
- Stuff Training
- Sign Language
- Creative
- Translingual
- Event Creator/Doer
- 17 years of customer service experience