

# STEVEN TORRES

ADMINISTRATIVE ASSISTANT

 787-667-4597

 steventorresborrero@gmail.com

 Toa Alta, Puerto Rico

## PROFILE

Highly organized and detail-oriented administrative assistant with exceptional multitasking abilities and strong communication skills. Proven track record of efficiently managing administrative tasks, coordinating schedules, and providing comprehensive support to ensure smooth office operations.

## SKILLS

- Strong organizational and time management skills
- Proficient in using office productivity software
- Call Handling
- E-mail Management
- Scheduling
- Strong multitasking skills
- Exceptional problem-solving abilities
- Strong Communication

## EDUCATION

### BACHELOR IN OFFICE SYSTEM MANAGEMENT, CUM LAUDE

Inter-American University of Puerto Rico

2011-2015

## EXPERIENCE

### VIRTUAL ASSISTANT

American Red Cross

2020-2022

- Coordinate and schedule interviews
- Maintain organization procedures database
- Answer phone calls and e-mails
- Administrative support to the recruitment team
- Participate in group meetings

### E-COMMERCE ETSY SELLER

ETSY

2021-Present

- Product creation and listing
- Order processing and fulfillment
- Customer service
- Marketing and promotion
- Shop management and analytics