

Jazzmine Coprich

Administrative Assistant - Manager

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626-488-7667

Work Experience

Office Manager

Parking Concepts

September 2016 to Present

Employer

- Ensure the smooth running of the operation by guaranteeing all staff employees are performing their job functions in an efficient manner.
- Checks that all employees are providing the highest level of customer services to our clients at all times and that all employees maintain a professional attitude and appearance at the workplace.
- Ensure the quality of work for all employees to ensure all work tasks and assignments are performed efficiently, effectively and as required.
- Diplomatically resolve any complaints or misunderstanding with the client, employees, or customers.
- Verify that proper parking, security, cash control and customer service procedures are being followed by all employees.
- Monitor maintenance of the facility to ensure that it is clean and maintained according to company policies and procedures.
- Review office audits of daily cashier reports to ensure that sales totals are reported and recorded on time.
- Ability to perform all employees job duties.
- Monitor and review all damage claims to assign responsibility for damages.
- Communicate all changes in the day to day operation with your direct supervisor.

Administrative Assistant

Fairplex Child Development Center

May 2016 to May 2017

Possess excellent communication skills (oral and written)

- Greeted, assisted and directed guests, workers, visitors and the general public
- Answered all incoming calls and handled caller's inquiries
- Provided office support services so as to ensure efficiency
- Responded to guests and public inquiries
- Received, directed and passed on telephone fax messages
- Directed employees, guests and general public to the right staff member
- Maintained a sufficient record of office supplies
- Provided word-processing and clerical support
- Detail-oriented and have very strong organizational skills
- Professional telephone manners and exceptional customer service understanding
- Handle several projects simultaneously and be able to work effectively under pressure
- Adapt to changing environment and possess problem solving skills

- Knowledge of Microsoft Office (Outlook, Word, Excel, PowerPoint, and Publisher)
- Experience with (EZ Care and Life Cubby)

Receptionist

Charter Oak Day School

January 2013 to December 2015

Greeted, assisted and directed guests, workers, visitors and the general public

- Answered all incoming calls and handled caller's inquiries
- Provided office support services so as to ensure efficiency
- Responded to guests and public inquiries
- Received, directed and passed on telephone fax messages
- Directed employees, guests and general public to the right staff member
- Maintained a sufficient record of office supplies
- Provided word-processing and clerical support
- Picked up and delivered the mail
- Maintained the common filing system and file all letters
- Coordinated the repair and maintenance of office supplies

Student Assistant IV

Mt. San Antonio College

October 2008 to October 2013

Assists students in labs with everyday academic challenges by making computers more approachable and easier for use

- Takes care of labs' environment, as well as lab equipment (knowing applications that are installed in labs)
- Observes and reports malfunctions and supply shortages
- Answer phone calls in accordance to the university policy provide information/assistance or routes caller to appropriate staff member
- Educates him/herself in Lab - related common knowledge concerning events, rules and regulations
- (Keeping him/herself informed); educates him/herself in current computer software packages
- Data entry and registering students in Banner
- Staff training, student customer service, database maintenance
- Interactions with technology staff assist faculty with media requests

Education

A.S. in Administrative Assistant in Administrative Assistant

Walnut, CA

August 2010 to June 2012

Skills

customer service, Data entry, database, Receptionist, RETAIL SALES

Additional Information

Skills

Customer service

Fluent in English and American Sign Language

10 key, 60 wpm, data entry, filing, emailing, proofreading

Microsoft Office Professional 2016 software applications, QuickBook

Banner- college database