

Rayla Almodovar

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Experiences:

August 2023-May 2024

Receptionist (Remote)

Helps Nonprofit Law Firm, Salem, OR

- Answering all incoming calls in a professional, friendly and timely manner.
- Transferring calls to appropriate parties.
- Checking and responding to emails.
- Data entry (All creditor's information into clients file)
- Updated clients billing information into file.
- Uploading documents into clients file.
- Requesting important documents to clients, such as POA, POI and etc.

July 2022- June 2023

Administrative Assistant (Remote)

Go Dream Remodeling, Tampa, FL

- Answering incoming calls in a friendly and professional manner.
- Making outbound calls to clients to update them and following up with potential clients.
- Scheduling and confirming appointments.
- Checking and responding to emails.
- Requesting permits from the County.
- Filling out documents requested by the county and HOA.
- Ordering engineer drawings.
- Sending invoices to clients.

- Scheduling inspections.
- Ordering materials.
- Organizing clients status/calendar on Excel.
- Keeping up with additional tasks on Asana.

March 2020- July 2022

Front Desk Receptionist

**Jorgensen Attorney's at Law
Saint Petersburg , FL**

- Answering all incoming phone calls, and forwarding calls in a professional, friendly and kind manner.
- Greeting incoming customers.
- Opening and distributing incoming mail.
- Scanning, faxing, and filing documents.
- Keeping the office organized and neat.
- Ordering office supplies when needed.
- Checking and responding to emails.
 - Translated intakes

March 2019- August 2022

E-Commerce Business Recruiter (Remote)

- Deliver recruiting expertise and seamless support to high-profile, diverse industry clients in acquiring top talent
- Lead the full recruitment life-cycle, from sourcing strategies, talent recruitment, and acquisition to interview preparation, offer negotiation, and on-boarding.
- Increase hiring in niche areas through networking and recruitment activities

July 2017 - July 2019

Veterinary Assistant/Receptionist

Bridgeport Veterinary Hospital- Bridgeport,CT

- Bringing a positive and happy atmosphere to customers.
- Answer all incoming calls.
- Scheduled appointments, Provide quality customer service by phone or client walk-ins
- Organize/Record Medical Records
- Help maintain the flow of patients throughout the hospital.
- Assisting Veterinarians and carrying out animals health procedures as part of the veterinary care system, such as: Medical Scrubs/Dental cleanings, providing medications and grooming of animals.
- Handling and restraining pets for exams and procedures.
- Educate clients about preventative care

August 2015 - July 2017

Server Assistant

Angelina's trattoria, Westport, CT -

- Welcoming and seating guests.
- Properly serving food and beverages.
- Cleaned the facility at the end of the night and prepared for the following day.
- Maintain a clean and inviting atmosphere throughout the day.

Skills:

- Fluent in English and Portuguese.
- Excellent with handling pressure.
- Great problem solving skills.
- Adapt easily and quickly to new skills and technologies.
- Pro-efficient in Microsoft Word, Excel, and Powerpoint.
- Organization and time management skills.
- Multi-tasking skills.
- Customer Service Skills

- Telecommunication skills
- Taking Initiative.
- Leadership
- Financial literacy
- Personal development
- Self awareness
- Self motivated
- Team player

Education

August 2013 to June 2017

Bridgeport Military Academy, Bridgeport, CT

- High School Diploma
- Fire Science
- EMT Training
 - JORTC

August 2017 to May 2019

Some College- **Norwalk Community College, Norwalk,CT**