**[Administrative Assistant English Spanish](https://www.postjobfree.com/resume/ad084s/administrative-assistant-hampton-va)**

**Location:**Hampton, VA

**Posted:**November 18, 2023

**Contact Info:**

[janidepanama507@yahoo.com](mailto:janidepanama507%40yahoo.com?subject=Administrative%20Assistant%20English%20Spanish)

[470-357-4052](tel:+1-470-357-4052)

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Job Description (optional) 



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**Resume:**

Janelle Xavier

Bilingual English/Spanish

Contact

600 Piccadilly Loop Apt J

Yorktown, VA 23692

470-357-4052

Janidepanama507@yahoo.com

Education

James Madison High School

General Degree 2001

Key Skills

Bilingual: English/Spanish

Multi-tasking

Microsoft Office

Time Management

Problem-solving

Leadership

Fast Start Award (Aflac)

Outstanding Sales Performance

by a sales associate.

References

Available upon request.

Objective

As a front desk coordinator, my goal is to fully communicate any

guidance to all patients in a fast-paced office environment. have over

30 years of speaking fluent Spanish. am seeking a professional office

environment where they promote growth and will promote from within.

Experience

January 2020- present

Bilingual Transportation Coordinator + Verida

March 2015-March 2017

Administrative Assistant/Enforcement Officer + Vista Enforcement

e Assists callers efficiently and in a polite, courteous, and

professional manner.

e Conducts appropriate screening and eligibility functions.

e Obtains correct information to schedule appropriate modes

of transportation.

e Maintains current knowledge of local operating

transportation policies.

e Accurately and effectively uses trip scheduling and dispatch

software.

e Maintains client, company, and employee confidentiality.

e Communicates with facilities and/or providers as necessary

to assure efficient transportation services.

¢ Coordination of urgent care and/or discharges with Trip

Validation Specialist

e Keeps Supervisor informed concerning scheduling and/or

service delivery problems.

e Completes all required records and reports.

e Filling, faxing, writing documents, making proposals for new

contracts.

e Effective use of telecommunications systems