



Maura Saviñon

Objective

A position with growth potential where my discipline, positive attitude, professionalism, untiring efforts and experience can be utilized to increase operational efficiencies.

Skills Summary

Well Organized	Computer Savvy
High Degree of Integrity	QuickBooks & Peach Tree
Skilled in seeking practical solutions	Accounting Software
General Office Skills	Excellent Customer Service
Experience with Microsoft Excel, Power Point, Word	Bilingual: Spanish & English
	Great Communicator

Professional Experience

Sullivan & Associates Sales, Fort Lauderdale, FL

Administrative Assistant/ AP/ AR

Feb. 2015 - Aug. 2018

- Received and process payments from customers on a daily basis
- Processed payments into QuickBooks and scanned deposits directly to the bank
- Prepared files for imports received from China
- Maintained communication with OEC Miami, the Brokers regarding the company's imports
- Ordered supplies and overseeing the office needs for a smooth operation
- Prepared monthly commission report for the Sales Reps to be pay
- Maintained database up to date
- Submitted invoices to customers for payment
- Supervised the work performed by the office clerk

Invitation Homes, Plantation FL

Resident Service Dispatcher

Dec. 2013 - Jan. 2015

- Worked directly with Maintenance Technicians to coordinate day to day scheduling within assigned portfolio.
- Utilized computer software to dispatch Maintenance Technicians to homes or to relay messages to and from other associates.
- Received telephone calls from residents for emergency and non-emergency maintenance related services
- Verified and dispatched the appropriate number and level of technicians with regards to service requests.
- Tracked service requests and maintenance work performed in appropriate systems.
- Performed administrative tasks and other duties as assigned.
- Attended company provided training for individual development.

Singer Management LLC, Miramar FL

Admin Assistant/Leasing Agent

June 2012- Oct 2013

- Implementing Ideas to increase rentals and maintaining it at 100% occupancy
- Greeting applicants, processing applications, credit check, verifying information
- Entering applicants information in Yardi
- Creating weekly and monthly rental reports to submit to our corporate office
- Maintained database up to date
- Processing work orders taken over the phone for the Maintenance Dept.
- Supervising the work done by maintenance and reporting to the manager
- Conducting monthly inspection of 252 units
- Showing available units to potential applicants
- Ordering supplies
- Preparing files for annual audit, collecting rent payment and processing payments
- Translating documents from Spanish to English
- Answering high volume calls requesting rental info and taking messages

Prima International Productions, Miami FL

Assistant to the Chief Financial Officer

October 2009 – May 2012

- Prepared payroll company employees
- Reported & submitted quarterly tax payments for the company
- Reported to the Chief Financial Officer on a daily basis of all accounting operations
- Greeted clients, answered and returned calls of vendors, processed payments
- Supervised office staff
- Event planner
- Provided English/Spanish translation for the President of the company at meetings and events

Millennium Technology Group LLC

Field Operations Coordinator

November 2006 – September 2009

- Coordinated the installs for field technician installs of over 18,000 Apple & Promethean products a year at Broward County Public Schools
- Coordinated the installs for field technicians of Apple products in multiple school districts in Florida, to include, Pinellas, Duval, Orange, etc.
- Managed the daily paperwork collection and ensured proper completion and processing.
- Scheduled installs and interacted with the schools to ensure excellence in customer satisfaction and quick resolution of issues that could arise.
- Prepared the monthly invoicing for vendors.
- Managed the calendar for the COO.

Education

- Ponce High School, Ponce, Puerto Rico
Obtained High School Diploma
- ASSOCIATION HOUSE OF CHICAGO TECHNICAL SCHOOL, Chicago, IL
Obtained a Diploma in Business Management

REFERENCES AVIALABLE UPON REQUEST
