

Ivelisse Bones

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Summary

Efficient, detail-oriented professional seeking to utilize acquired skills and experience in an environment offering opportunity for growth and advancement in exchange for consistent productivity, unparalleled dedication, and unbroken integrity.

Skills

- Bilingual, fluent in English and Spanish.
- Strong written and oral communication skills.
- Excellent phone manner and office etiquette.
- Resourceful in completion of projects, effective at multi-tasking.
- Exceptional customer service skills.
- Excellent organization skills and interpersonal skills with the ability to solve problems and resolve conflicts.

Experience

Northeast Preparatory School Phila, PA

2014- 2018 Administrator Assistant

Specific responsibilities are to answer, screen and transfer inbound phone calls, receive and direct visitors and clients. Resolve students, staff and administrative problems. Responsible for recruiting new teachers and enrolling students at the time of admission, retrieve documents from filing system and reviewing student performance records. Schedule and coordinate monthly meetings with staff. Maintain office supply inventories. Handle school tuition payments and collections, school marketing, organize events such as, trips, recreational days, prom and graduation. Accounts payable. Communicate with representatives from technical schools, colleges, and military recruiters for all seniors.

Michael Kors Cherry Hill, NJ

2012- 2013 PT Sales Supervisor

Duties include opening and closing store, handling large quantities of cash. Managing stock merchandise, visuals, checking inventory for loss prevention control. Customer service and meeting stores sales quota daily.

Dental Solutions Phila, PA

2007- 2010 Front Desk Receptionist

Duties include front desk assisting, answering phones, filing charts, opening and closing office, scheduling dental appointments, faxing and collecting co-payments, explaining procedure, flexible financing arrangements and confirming patients appointment date, experienced in Discus Dental Vision. Maintain patient confidence by keeping information confidential.

Barbara I. Suri, LLC Immigration Law Phila, PA

2005-2006 Temp PT Receptionist

Administering the opening and closing of legal practice, answering phone, returning calls, scheduling consultations, preparing forms for client's cases as well as maintaining confidentiality of information about the client, processing and rendering documentation for mass postage, process Finger Prints and developing passport photo.

American Family Dental Care PC Bala Cynwyd, PA

2004- 2006 Dental Assistant

Prepared treatment rooms for patients by following prescribed procedures and protocols. Provided instrumentation by sterilizing and delivering instruments to treatment area; positioning instruments for dentist's access; suctioning; passing instruments. Maintained safe and clean working environment by complying with procedures, rules, and regulations. Educated patients by giving oral hygiene, plaque control, and postoperative instructions. Tracked dental inventory by checking stock, placing and expediting orders for supplies.

Education

1999-2002 ***Kensington High School***

High School Diploma

2003-2004 ***Star Technical Institute***

Diploma Awarded Medical Assistance

References and Clearances upon request