

Sylvia Perez

Philadelphia, PA 19139

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2674328405

To obtain a position that will enable me to utilize my strong organizational skills, and ability to work with people.

Authorized to work in the US for any employer

Work Experience

Office Coordinator

Brightside Academy Early Education and Childcare - Philadelphia, PA

June 2013 to January 2017

- Assist the Academy Director in the recruitment, hiring, training, development and monitoring of the academy staff to ensure high quality childcare services.
- Knowledge of children enrolled and in attendance, their room assignment and funding status.
- Ensure that all required corporate paper work requirements are completed accurately and in a timely manner. These responsibilities may include but are not limited to the following: - enrollment change forms
 - daily deposits
 - monthly attendance
 - roster confirmations
- Welcome parents and public in a friendly and polite manner and informed them on any questions, comments or concerns that may arise.
- Assists Academy Director in office by filing documents, maintaining and updating folders, recording changes, handling co pays, and creating memos.
- Properly answer and direct telephone calls with an appealing tone.
- Fax adverse actions and work with clients to retain funding.

Preschool Teacher Assistant

Brightside Academy Early Education and Childcare - Philadelphia, PA

February 2008 to June 2013

- Ensures that the children are supervised at all times.
- Creates a stimulating environment for the child by conducting developmentally appropriate activities.
- Provides exceptional customer service to both internal and external customers.
- Greets each child and parent upon arrival at the center.

- Acts a liaison between the children and parents addressing problems and answering questions regarding the children.
- Prepares and implements lesson plans based on the curriculum provided.
- Ensures the safety and well being of each child I advocate.

Administrative Assistant

FantaSea Resorts - Brigantine, NJ

April 2006 to July 2007

- Input data information into computer system in a timely manner.
- Answered telephone calls and scheduled appointments.
- Used fax and copy machine throughout the day for important tasks.
- Sending out and receiving mail and packages.
- Performing multifaceted general office support.
- Managing inventory of assets and supplies, monitoring critical level of stocks.

Education

Absegami High School - Township of Galloway, NJ

2004

Skills

Greet, Front Desk

Certifications/Licenses

Driver's License