

Iris M. Espanol

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Objectives

To obtain a position as business administrator where I can demonstrate and apply previously acquired skills and knowledge as well as develop new skill sets that would make me an asset to any company. Able to work well under pressure in order to meet deadlines, confident working alone as well as you with others, and have experience with culturally diverse groups.

Experience

Edwin's Landscaping / Business Administrator

2005- 2011, Arecibo P.R

Manage operations including forecasting, keep inventory, maximize revenue through efficient staffing as well as labor cost control. Evaluate and improve processing. Keep record of expenses and bills, manage employee schedule and payroll. Customer service and landscaping design.

Eugenio Maria de Hostos Charter School/ Teachers assistant

2009 - 2010, Philadelphia PA

Assist with assignment grading, taking attendance. Secretarial work such as making copies, fax, taking and making phone calls.

Montgomery L.C. / Supervisor

1995 - 1998, Philadelphia PA

Supervise personnel, archive and keep records, and data entry. Train new employees and provide orientation.

Education

Interamerican University of P.R. / M.A. Business Administration with a major in Human Resources

2016-2018, Arecibo P.R.

Interamerican University of P.R. / B.A. Business Management with certification in Human Resources

2005- 2007, Arecibo P.R.

SKILLS

Skilled in areas such as customer service and administration. Computer programs including microsoft word and excel. Confident making and receiving phone calls as well as sending fax and emails. Able to work under pressure, individually and with a team, and with minimal supervision.

References available upon request.