

Yamarie Morales Berríos
HC 71 BOX 3251
NARANJITO, PR 00719
CELLULAR PHONE 787-516-1073

Work Experience:

2001-Present Ortiz Group Engineering & Construction Services Corporation.
Toa Alta, P.R.
Tel: 787-870-8025 Fax: 787-870-5928
Position: Administrative Assistant
Duties: In charge of all the Construction Department and Purchase Order System

2000 Academia Santa Teresita
Barrio Cedro Arriba
Naranjito, PR
Tel: 787-869-7968
Position: Administrative Assistant
Duties: Answering the phone, writing letters, archive documents.

Education:

Interamerican University
Barranquitas, PR
Associated Degree in Administrative Assistant

High School
Francisco Morales
Naranjito, PR

Programs:

Procore Construction Software
Master Builder Accounting Software

Skills:

Typing, Extensive experience with Microsoft Office Suite, Experience with Job documentation and organization, job procurement, job costing and coordinating data collection and organization into ProCore.

Reference

Available upon request