

AIDA R. RIVERA VELEZ

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EMPLOYMENT EXPERIENCE

1998 – PRESENT

ORTIZ GROUP ENG. & CONST. SERV. CORP, TOA ALTA, PR

- ACCOUNT PAYABLE AND PAYROLL CLERK
- GENERAL OFFICE CLERK

2010 -2013

HOSPICE “ SENDERO DE LUZ”, COMERIO PR

◆ **CHAPLINE SPIRITUAL COUNSELER**

- THE SPIRITUAL COUNSELER IN HOSPICE AGENCY HELP THE PATIENT PREVENTION AND GIVE SUPPORT THE GROUP OF PROFESSIONAL INVOLVED IN SERVICES AND TREATMENT OF PATIENT.
- HE/SHE EDUCATED, ORIENT AND SUPPORT IS OR HER PATIENT.
- COORDINATED RELIGIOUS FALLOW OF CHURCHS PREFERENCES.

1994 -1997

RINOR CORPORATION, BAYAMON PR

- ACCOUNT PAYABLE AND PAYROLL CLERK
- GENERAL OFFICE CLERK

1991 - 1994

PR FARM CREDIT, ACA, NARANJITO BRANCH OFFICE

- GENERAL OFFICE CLERK

EDUCATION

◆ **INTERAMERICAN UNIVERSITY, BARRANQUITAS, PR**

- BACHERLOR OF ARTS – MAJOR B.A. BUSINESS ADMINISTRATION
- ASSOCIATED DEGREE IN APPLIED SCIENCE MAJOR IN ACCOUNTING

TECHNICAL TRAINING

- ◆ QUICKBOOKS, WORDPERFECT, EXCELL, ETC.
- ◆ SAGE MASTER BUILDERS

COURSE

◆ **JUAN FIGUEROA UMPIERRE INSTITUTE**

- DIPLOMA EN TEOLOGIA