

EXPERIENCE

1440 Foods – New York, NY – Hybrid February 2024-Present

Executive Assistant and Office Manager

- Provide business and administrative support to 10+ Executives and 90+ employees, including Board Members, ensuring seamless operations and communication.
- Organize and plan logistics for all in-house and external meetings and events, enhancing department efficiency.
- Oversee sample management for our office, investors, sales, marketing and Shopify.
- Help with the designing and ordering of swag, designs for trade shows, marketing and send out all PR packages.
- Schedule all meetings and interviews, including high level positions with the utmost discretion, as well as onboard and manage logistics for new hires.

Freshfields Bruckhaus Deringers LLP – Remote July 2023-February 2024 (*Contract*)

Human Resources and Recruiting Coordinator

- Developed onboarding plans and scheduled meetings for new employees for ideal new hire integration.
- Acted as a liaison between management and new employees across various departments.
- Scheduled welcome meetings, lunches and interviews, ensuring a positive introduction to the firm.
- Managed offboarding process, accurately calculating leave balances for a smooth departure from the firm.
- Recruiting: Used LawCruit to help staffing for all three offices.

Sugatan – Remote April 2022-July 2022 (*Company-wide layoffs*)

Operations Administrative Assistant

- Created Standard Operating Procedures to build a foundation of all procedures within the company.
- Prepared and presented PowerPoint presentations regarding new lead decks and Standard Operating Procedures.
- Scheduled internal meetings and meetings with new and potential clients for the CEO, COO and Chief of Growth.
- Created Asana projects and the infrastructure to facilitate the onboarding of new clients, prospects, and employees.
- Identified potential problems and points of friction and worked to find solutions to maximize efficiency and revenue.

Bagolie Friedman LLC – Jersey City, NJ November 2018-April 2022

Executive Legal Assistant

- Managed and prioritized the CEOs and partners' day-to-day calendars, meetings and appointments, including sending reminders and following up with clients and adversaries.
- Provided administrative assistance, such as writing and editing emails, memos with follow ups for the CEOs.
- Translated and interpreted from English <> Spanish to facilitate communication between all parties.
- Handled over 500 Workers' Compensation cases,, including filing all petitions and motions, streamlining legal processes.
- Took 50+ calls daily, maintaining professional client interactions.

Ginarte Gallardo Gonzalez Winograd LLP – Newark, NJ September. 2016-November 2018

Executive Legal Assistant

- Initiated a new position focused on handling all serious injury cases across six offices.
- Managed complexed calendars for the CEO, a Partner and six attorneys, scheduling meetings, engagements, conferences and trials.
- Compiled and organized legal and medical reports from hospitals, courts, law firms, etc. for case preparation.
- Conducted extensive research and data to prepare motions, letters, reports, memos and emails.
- Trained eleven co-workers to adherence to company policy and procedures.
- Coordinated transportation for clients for crucial meetings and appointments.

EDUCATION

Rutgers University, New Brunswick, NJ

BA, Spanish and Criminal Justice, 2016

COMPUTER SKILLS

- Microsoft Office Suite – Word, Excel, Outlook, PowerPoint, Teams
- WordPerfect, Adobe Creative Suite – Acrobat, Photoshop
- Other – Needles, Asana, Slack, Google Drive, Wordpress, Workday, Expensify, Justworks, LawCruit, AskHR, Shopify, TriNet, Navan, Paychex, Wix

CERTIFICATES

- Certificate in Spanish-English and English-Spanish Translation
- Notary Public
- Certificate in Multicultural Competence
- Member of The National Society of Leadership and Success
- Phi Mu Fraternity – Phi Nu Chapter, *Founding Sister*

VOLUNTEER EXPERIENCE

Relay for Life, Autism Walks, Miles for Migraines, Crohn's Disease Walks, Local Food Distribution, Garfield Neighbors