

# ***IVETTE FAGUNDO***

278 Sweetmans Lane ❖ Millstone, NJ 08535  
(732) 610-9517 ❖ [ifagundo001@gmail.com](mailto:ifagundo001@gmail.com)



## **OBJECTIVE**

Seeking a position as an Administrative Assistant.

## **QUALIFICATIONS**

- ↳ Bilingual English/Spanish.
- ↳ Associates Degree in Education (June 2010 GPA 3.8).
- ↳ 18 years experience in an office environment working with MS Office Software including Word, Excel, Power Point, and Open Office.
- ↳ Strong interpersonal skills.

## **Professional Skills**

- ↳ Knowledgeable in office equipment such as computers, scanners, copiers, fax machines, multi-line phones, and label makers.
- ↳ Well-organized and efficient.
- ↳ Self-motivated, assertive and can quickly learn new procedures and methods.
- ↳ Professional demeanor.
- ↳ Dependable – self-starter; good at taking directions
- ↳ Good under pressure and meeting deadlines.

## **Interpersonal and Teamwork Skills**

- ↳ Work well with a diverse group of people.
- ↳ Honest, friendly, excellent communication skills.
- ↳ Demonstrated accuracy, and attention to detail.
- ↳ Work well in a team environment.
- ↳ Committed to assisting others.

## **Administrative Skills and Paraprofessional Skills**

- ↳ Administrative Assistant to Partners, Managers, and Audit Staff.
- ↳ Administrative Assistant to Investment Bankers.
- ↳ Presentations using Power Point.
- ↳ Organizing industry seminars for Fortune 100 company.
- ↳ Organizing and scheduling meetings.
- ↳ Managing International and U.S. travel arrangements.
- ↳ Managing and coordinating special events.
- ↳ Coordinating mass mailings.
- ↳ Working in education as a secretary and a paraprofessional.
- ↳ Working with children in group settings.
- ↳ Working one-on-one with special needs children.
- ↳ Assisting the Special Education Supervisor in Freehold Boro High School.
- ↳ Using my Spanish speaking skills to assist teachers, parents and students.
- ↳ Bilingual Paraprofessional in the Spanish Department in the Colts Neck School District.
- ↳ Assisting the secretaries to the Superintendent in Colts Neck during a 4 month period.

## **Not-for-Profit Work**

- ↳ Volunteering at Habitat for Humanity for the past 6 years.
- ↳ Interacting with clients from all over Latin America using my Spanish Speaking skills.
- ↳ Assisting Habitat Manager with clients and administrative paperwork.

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## Computer Skills

- MS Office suite including Word, Excel, Power Point, Outlook, Open Office, Thunderbird and Firefox.
- Some experience using MS Access.
- Excellent skills in preparing and maintaining spreadsheets.
- Business correspondence writing letters and memos, editing for content, spelling and grammar.
- Adept at learning new software applications with ease.

## EDUCATION

### Ashworth College

*Early Education*

- Associates Degree (3.8 GPA)

**Norcross, GA**

June 2010

## EMPLOYMENT

### Neptune School District

*Supervisor Name: Jerard Terrell*

*Paraprofessional*

**Neptune, NJ**

*2010 to Present*

### Freehold Township High School District

*Supervisor Name: Debbie Perez-Giles*

*Temporary Paraprofessional Assignment*

**Freehold, NJ**

*2009 to 2010*

### Freehold Borough School District

*Supervisor Name: Nelson Ribon*

*Bilingual Paraprofessional*

**Freehold, NJ**

*2008 to 2009*

### Colts Neck Middle School

*Supervisor Name: Richard Fitzpatrick*

*Bilingual Paraprofessional*

**Colts Neck, NJ**

*2006 to 2008*

### Deloitte & Touche, LLP

*Supervisor Name: Harold Neas*

*Administrative Assistant*

**Princeton, NJ**

*1989 to 1998*

### Bear Stearns & Co.

*Supervisor Name: Christine Sonin*

*Administrative Assistant*

**New York, NY**

*1986 to 1989*

### Lehman Brothers Kuhn Loeb

*Supervisor Name: Scott Delman*

*Administrative Assistant*

**New York, NY**

*1982 to 1986*