

Anita Pacheco

Receptionist - Fairfax, United States

W: <http://www.worky.com/anita-pacheco>

Seeking a position as a receptionist in a fast-paced and growing company.

Personal Skills: Dependable and Reliable, able to work as a team-player, quick learner, detail-oriented, fluent in spanish.

Office Skills : Data Entry(36-45 WPM), Word, Excel, Access, Power Point, Outlook & Windows.

Professional Experience

2010 - Present **NOVA Pets Health Center - Pet Caregiver**

I have taken on a part-time job during weekends at Nova Pets Health Center. Where I take in and dispatch pets for boarding. In charge of Doggy Care Saturdays & Sundays.

2008 - 2010 **Patterson & Reese, Attorneys At Law - Legal Admin. Asst/Receptionist**

Welcoming and answering clients phone calls. Translating to clients when need it. Preparing documents as requested. Keeping call sheets, meetings and calendars. Arranging and organizing files. Collecting and dropping off mail (UPS & FedEx). Ordering supplies, scanning and photocopying.

Education and Qualifications

2010 **Diploma - High School**

Robinson Secondary School

2010 **currently studying - Criminal Justice**

Marymount University

Additional Information

Languages

Spanish - Fluent

Interests

There is a couple of hobbies that I have. One thing I do enjoy doing is volunteering, I have been volunteering since I was a freshman in high school. I see my weekend part-time job at Nova's Pet Center as me volunteering my time to this awesome animals I get to care for.

Memberships

I am part of the National Youth Leadership forum on Forensics & Law - Marymount University.
