

Veronica Varela

Executive Assistant

Reliable Personal Assistant with track record of initiative and accuracy. Highly organized and consistently anticipates needs of clients. Skilled multitasker, correspondence management. Proactive executive assistant with demonstrated experience providing high-level administrative support to companies. Demonstrates superior communication and problem-solving abilities.

Work History

2021-02 -
2024-05

Personal Assistant to the Owner

City Communications Ltda, San Jose

- Implemented time-saving solutions that significantly reduced meeting preparation times through efficient resource allocation.
- Proactively identified areas requiring attention or improvement aligning priorities effectively in line with executive preferences.
- Ensured smooth daily operations through consistent maintenance of office equipment, troubleshooting issues when necessary.
- Aided in the recruitment process by screening resumes, scheduling interviews, and assisting with candidate selection.
- Coordinated events for staff members, promoting team-building activities and boosting morale within the workplace.
- Collaborated on special projects to improve overall business operations within the organization efficiently.
- Maintained confidentiality with sensitive documents, ensuring proper storage and distribution as needed.
- Provided professional administrative support during board meetings, including agenda preparation and minute-taking duties.
- Streamlined executive communication by managing

Contact

Address

San Jose, San José 10101

Phone

84490538

E-mail

varelaveronica134@gmail.com

Languages

Spanish



Native or Bilingual

Portuguese



Elementary

emails, phone calls, and scheduling appointments.

- Served as a liaison between departments to facilitate effective communication throughout the company.
- Managed office inventory, tracking supplies and placing orders to ensure smooth daily operations.
- Enhanced productivity by organizing travel arrangements and coordinating accommodations for executives.
- Answered high volume of phone calls and email inquiries.
- Processed travel expenses and reimbursements for executive team and senior management group.
- Screened calls and emails and initiated actions to respond or direct messages for managers.
- Handled confidential and sensitive information with discretion and tact.
- Managed executive calendars, scheduling meetings and appointments and coordinating travel arrangements to optimize time.
- Reduced administrative workload for the owner through proficient handling of routine tasks, allowing them to focus on higher-level responsibilities.
- Maintained appropriate filing of personal and professional documentation.
- Optimized time management for the owner with effective calendar organization and event coordination.
- Improved communication between the owner and external parties by drafting professional correspondence on their behalf.
- Provided multifaceted services to career professionals by running errands, managing mail, scheduling appointments, and arranging transportation.
- Responded to emails and other correspondence to facilitate communication and enhance business processes.
- Streamlined the owner's schedule by managing appointments, meetings, and travel arrangements.
- Safeguarded sensitive information through meticulous maintenance of confidential files and

records.

- Oversaw personal and professional calendars and coordinated appointments for future events.
- Facilitated smooth business transactions through diligent management of invoices, expense reports, and budget tracking.
- Enabled informed decision making for the owner by providing valuable insights based on thorough research on industry trends or potential opportunities.
- Communicated with internal departments, vendors and contractors to discuss schedules, project requirements and upcoming appointments.
- Served as point of contact between clients and managerial staff.
- Experienced with productivity tools such as Slack, Zoom, Google Docs and Sheets, ClickUp and Asana.

**2017-08 -
2020-12**

Legal Assistant

ARCR, San Jose

- Prepared and drafted correspondence and legal forms to maintain smooth communications.
- Maintained strict confidentiality, protecting sensitive client information as required by legal ethics and regulations.
- Organized documents to manage paper and electronic filing systems of clients.
- Improved communication between attorneys and clients by scheduling meetings, providing status updates, and relaying critical information promptly.
- Managed high-volume workload while maintaining strict attention to detail on every task such as drafting pleadings or summarizing depositions accurately.
- Worked alongside attorneys, administrative assistants, and fellow legal assistants on complex cases and legal processes.
- Enhanced office productivity by implementing efficient document management systems for easy retrieval and storage.
- Responded to client inquiries to provide accurate legal advice and offer assistance.

- Managed accounts and client records of clients, observing confidentiality, and extreme discretion.
- Completed electronic filings, initiated billing statements, and managed firm administrative matters.

Education

Accounting

University San Marcos - San Jose