



Yesie Flores Risk Coordinator

Contact:

t. + 1 (786) 323-6750 (office) e. yesieflores@mitig8.us w. www.mitig8.co.us

Experience

Mitig8 Risk Management LLC Risk Coordinator December 2014 - Present

Yesenia (Yesie) is responsible for arranging and tracking all inspections and the coordination of hotel and flight arrangements as well as logistics for all Engineers.

Yesie also ensures that all report formats are maintained and ensures that risk recommendations are tracked until closed. Yesie is a trained Administrative Assistant with 9 years' experience and provides quality control monitoring for all reports prior to issue to clients.

The Salvation Army Administrative Assistant Post Duration: 3 Years

I performed a variety of clerical and secretarial work necessary for the smooth operation of the Social Services department. I meet, greeted and checked in every client. I was responsible for all the incoming and outgoing mail for over 250 clients. I operated the tuberculosis Program for the shelter to ensure the safety of all clients and employees. I received all incoming calls for the Social Services Department and often covered the phones for the Corporate Office. I also scheduled the appointments for the Case Managers and oversaw the Master Calendar for all of Social Services. I sent out appointment reminders to each client and emailed confirmations to the Case Managers of their client appointments for the following day. In addition, I assisted with Data entry for our Rental Assistance Program.

Bierman, Shohat & Loewy, P.A. *Receptionist* Post Duration: 4 Years

I maintained an eleven line phone system – answering calls, transferring calls and taking messages. I assisted the bookkeeper in data entry. I was responsible for the comfort of the clients and aided them with their request. I assisted the office manager in maintaining an inventory of supplies. I was responsible for all

incoming and outgoing mail and faxes. I assisted the legal assistants and bookkeeper in filing and other general clerical matters as requested. I translated for the attorneys as needed.

David International Inc. Receptionist/ Accounts Payable Assistance Post Duration: 1 Year

My responsible included answering 5 phone lines and recording messages. I also matched invoices with their purchase orders to prepare them for the making of checks. I did the sorting and mailing of checks and the receiving of all mail. I also did all the research for accounts payable and handle all of the statements. I called vendors to check on purchase orders that have been faxed and see if there was any problem with the order. I also did all the filing and maintaining the files for the company.