



Gisela Valdez Administrative Assistant

Education

BS – Political Science and
Public Administration, UANL

Languages

English
Spanish



Experience Summary

With 5+ years of administrative support in private and public sectors, Gisela is a result-oriented, go-getter employee with a high level of organization skills, which positively affects her productivity and results in her work.

Representative Projects

- Office Management: organized and coordinated meetings and events of the office personnel, desk space, office supply purchase, administrative budget, and facility management.
- Executive Support: scheduled and prepared meetings, organized documents, maintained expense records, and controlled budgets and resources.
- Employee recruitment and training, elaborated contracts, and managed payroll.
- Generated financial reports and processed accounts.
- Managed communications with clients in person and remotely, ensuring the communication was constant and effective and adapting to the client's needs.
- Led projects and oversaw groups of people achieve a specific goal.
- Evaluated situations and developed potential solutions.