

Marilyn Curry

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I am a detail-oriented professional with strong technical skills. I have the ability and knowledge to learn concepts quickly. I am also a highly energetic individual who consistently exceeds given goals and strive to exceed any given task with exceptional interpersonal communication and leadership skills.

Willing to relocate: Anywhere
Authorized to work in the US for any employer

Work Experience

Case Manager Housing Specialist

CAMBA - Brooklyn, NY
November 2019 to February 2020

1. Complete intakes for new clients
2. Escort clients to appointments, housing interviews and move ins
3. Assist with searching for housing for prospective clients
4. Complete Independent Living Plans as well as council clients
5. Distribute medications and keep record of distribution

Executive Assistant

5 Borough Construction - Queens, NY
September 2017 to January 2020

- Assist in daily banking transactions including payroll and petty cash management
- Using logic and analytical skills in problem solving
- Schedule and cancel appointments
- Book itineraries for travel, meetings and events
- Run errands, pay Bills, and handle personal endeavors as well
- Property management and eviction.

Acquisition Associate

Abecco Management - Brooklyn, NY
February 2019 to April 2019

1. Answer the phones and give clients information in regards to available properties.
2. Call clients to schedule appointments to view properties and apartments
3. Call vendors in regards to remodeling and reconstruction ideas, prices, drop offs and pick ups
4. Set up interview appointments with potential and new tenants in regards to lease signings, renewals and cancellation.
5. Pick out certain appliances, lightings , and material for renovations and new apartments.
6. Send out emails to lawyers, companies and other person of interest in regards to court dates, HPD, ECB fines, as well as company invoice payments

7. Property maintenance response and forward messages and calls to appropriate department.

311 Operator

Kings TeleServices - Brooklyn, NY
November 2018 to February 2019

1. Provide customer service via phone and dashboard database.
2. Research information, record, initiate response to customers questions and concerns.
3. Defuse customers issues with problem solving and corrective response.

Paralegal/Legal Assistant

Law Office of Michael Herskowitz - Brooklyn, NY
September 2016 to July 2017

- Meeting and greeting clients
- Answering and transferring all incoming calls
- Scheduling appointments, preparing overnight deliveries
- Preparing legal documents and Closing Statements

Executive Assistant

Home Owners Solutions Group, LTD - Brooklyn, NY
September 2014 to June 2017

- Answering and transferring incoming calls
- Assist in needs of management and co-workers
- Managing and scheduling appointments
- Monitoring multiple databases to keep track of all inventory
- Assist in daily banking transactions including payroll and petty cash management
- Using logic and analytical skills in problem solving

Patient Service Representative

Advantage Care Physicians - Brooklyn, NY
April 2014 to September 2014

- Answering and transferring incoming calls
 - Scheduling and cancelling patients appointments
 - Accessing patient information via EMR,
 - Sending referral and medicine refill requests
- AEGIS (Temporary Position) October, 2013-March, 2014

- Initiate outbound telephone calls.
- Using logic and analytical skills in problem solving,
- accessing customer leads via computer software, initiating and modifying services,
- Staying abreast of product knowledge, sales and/or customer service related industry

Education

High school diploma in Medical Assistant

Vista College - Killeen, TX
2014

GED

Kingsborough Community College - Brooklyn, NY

2008

Skills

- Microsoft Office, Minor Bookkeeping, logistics, phone etiquette, data entry , EMR, shipping and receiving, bill pay , 50 wpm, medical terminology (4 years)
- Excel
- Communications
- Maintenance
- Microsoft Excel
- Case Management
- Personal Assistant Experience
- Property Management
- Legal Research
- Legal Drafting
- QuickBooks
- Microsoft Outlook
- Analysis Skills
- Office Management
- Medical Records

Certifications and Licenses

Notary Public

OSHA 30

May 2019 to May 2024

Renovator

June 2019

Assessments

Attention to Detail — Highly Proficient

January 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Pandora Enterprises LLC
Business