



ALINA NARVAEZ

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Summary

Dedicated Assistant with established interpersonal skills and eagerness to support team members. Intricate understanding of productivity software and physical office assets. Resourceful interpersonal communications skills lends well to streamlining behind-the-scenes operations. Hardworking employee with customer service, multitasking and time management abilities. Devoted to giving every customer a positive and memorable experience.

Skills

- Internal Rate of Return (IRR)
- Management
- Risk Management
- People Skills
- Customer Service

Experience

Target | Copiague, NY
Asset Protection Specialist
10/2020 - 02/2023

- Constructed detailed case and investigative reports for local authorities.
- Created safety programs to validate compliance and established store security procedures to minimize loss.
- Controlled reduction of loss inventory by protecting company assets.
- Partnered with store managers on basis to conduct loss investigations.
- Produced well-written reports detailing shoplifting and attempted theft.
- Built cross-functional relationships with business partners to reduce losses.
- Planned, organized and scheduled strategy collaboration with other asset protection specialists.
- Executed prevention plan for internal and external theft to reduce fraud.
- Identified potential shoplifters and alerted management.

Law Office of Jesse Barab | New York, NY
Legal Assistant
02/2019 - 02/2020

- Contacted witnesses and scheduled interviews and evaluations.
- Followed risk and compliance policies and procedures to promote business activities.
- Handled telephone calls, meeting plans and conference organization requirements.
- Organized and prepared case exhibits and evidence for trial.
- Responded to client calls and inquiries to deliver applicable information.
- Completed and submitted clinical documentation in accordance with agency guidelines.
- Executed record filing systems to improve document management and organization.
- Assisted with set up for social events and food deliveries.
- Assisted organizational efforts by filing, entering data and answering phones.
- Answered incoming calls and recorded accurate messages.
- Scheduled service and changed and ordered toner to keep printers and copiers functioning.

Siglo XXI Lawyers and Consultants | The Bronx, NY

Secretary

09/2017 - 03/2018

- Organized files, developed spreadsheets, faxed reports and scanned documents, maintaining front desk and reception area in neat and organized fashion.
- Coordinated travel arrangements and completed expense reports for travel reimbursement.
- Updated system to organize office documentation, maximizing efficiency and increasing productivity.
- Responded to customer issues to provide immediate resolution and improve retention.
- Coordinated communications, taking calls, responding to emails and interfacing with clients.
- Processed documents and materials for dissemination to appropriate parties.
- Executed on-time, under-budget projects by solving complex issues for senior leadership.

Education and Training

Full Sail University | Winter Park, FL

Music Production Bachelor's

Expected in 09/2025

Languages

English:



Professional

Spanish:



Professional