

Marla A. Contreras

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CAREER OBJECTIVE

Professional executive assistant with experience working for The Scheer Immigration Law Group, an Immigration Law practice. Possesses exceptional communication skills, personal management, willingness to learn.

CORE COMPETENCIES

- Adaptability
- Reliability
- Planning and Organizing
- Integrity
- Responsibility
- Efficiency

PROFESSIONAL EXPERIENCE

THE SCHEER IMMIGRATION LAW GROUP, Morristown, NJ 07960

Executive Assistant, December 2016-Present

- Assists clients with case specific needs via telephone and email.
- Prepares United States Customs Immigration Services correspondence.
- Maintains communication with retained clients in connection to their United States Customs Immigration Services correspondence.
- Prepares forms and applications to be submitted on behalf of retained clients to United States Customs Immigration Services.
- Assists attorney and paralegal with preparation of case submissions.
- Schedules consultations for new and existing clients.
- Attends frequent seminars with attorney that discuss recent immigration hot topics.
- Completes daily opening/closing procedures.
- Handles clerical aspects of the office with respect to maintaining communication between the attorney and the client.

SPRING HILLS SENIOR COMMUNITIES, Morristown, NJ 07960

Concierge, December 2014 — April 2017

- Attends work as scheduled and follow community's call-off procedures.
- Greets residents and provides general assistance to visitors, prospective residents, and families.
- Uses proper telephone skills.
- Ensures safety of the residents and property by monitoring surveillance cameras, door alarms, life safety systems, building alarms and investigating any unusual activity.
- Ensures concerns are documented and reported appropriately.
- Maintains visitor sign in/out book and completes maintenance request work orders.
- Completes daily opening/closing procedures.
- Maintains emergency contact information.
- Receives packages, plants, etc. and delivers/holds as requested.
- Informs supervisor of any resident issues or concerns.

EDUCATION

MORRISTOWN HIGH SCHOOL, Morristown, NJ

- Completed four years
- Graduation Date: June 2017
- GPA: 3.1

MISCELLANEOUS

- Proficient in Microsoft Programs
- Bilingual: Spanish and English
- Honor Roll, 3 quarters
- Member of Spanish Honors Society
- Volunteer Mentor for Big Brothers Big Sisters, a non-profit organization
- Volunteer for Best Friend Dog and Animal Adoption, Inc.