

RUTH OLAVARRIA NEGRON

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Detail-oriented individual seeking a position that will allow me to use my skills, knowledge, and education to provide the best level of support that contributes to the mission of your company/organization.

EXPERIENCE

02/2022 – PRESENT

ADMINISTRATIVE ASSISTANT, CITY OF TAVARES- PUBLIC WORKS DEPARTMENT

- Provided a high level of support to the Public Works Director.
- Responsible for budget revisions for all divisions of public works, creating requisitions, and paying supplier invoices.
- Prepares a variety of studies, reports, and related information for decision-making purposes; conducts research, and analysis, and prepares recommendations regarding proposals for programs, services, budget, equipment, etc.
- Prepares draft resolutions, ordinances, contracts, administrative policies, and City Council executive summaries.
- Assists in developing RFQs, ads for bids, contract documents, agenda summaries, and managing small projects as needed.
- Submits outside agency requests for reimbursement, along with required documentation and reporting for various projects.
- Performs cost control activities, including tracking project costs and preparing all associated reports related to emergencies, catastrophes, disasters, and capital projects;
- Processes or delegates the preparation and processing of department purchase orders and invoices for purchases.
- Maintains positive and professional communication with all staff while maintaining an appropriate level of confidentiality in areas requiring discretion.
- Collects all timesheets for payroll and submits them to Human Resources for processing.

02/2021 – 12/2021

CLERICAL ASSOCIATE IV, NEW YORK CITY FIRE DEPARTMENT- BUREAU OF HEALTH SERVICES (WTC)

- Provide medical monitoring and treatment of WTC-related health conditions for members.
- Scheduled WTC annual medical monitoring appointments for our various medical offices.
- Provide members with information pertaining to the conditions and treatments certified for.
- Answer all incoming calls
- Reach out daily to members to reengage them in the program

04/2018 – 02/2021

CLERICAL ASSOCIATE III, NEW YORK CITY DEPARTMENT OF SANITATION- SNOW OPERATIONS

- Responsible for answering all incoming calls and callers' inquiries as well as relaying them to the proper personnel.
- Assisted the Operations Unusual Incident Desk with generating a daily report using the agency's unusual report database pertaining to DSNY related incidents which include but are not limited to: accidents, vehicular collisions, line of duty injuries, missing DSNY property, altercations, hazardous waste materials, homeless cleanups, dead animal and deer logs, and request from other city agencies.
- Main responsibility includes assisting the snow operations unit with the purchasing and distribution process of Salt in the snow season for 5 Boroughs of NYC.
- Responsible for generating salt receiving reports and used DCAS portal system to upload reports directly to DCAS.
- Responsible for generating the weekday/weekend schedules for all shifts.

- Responsible for the ordering and update of TWIC Cards for several units within the agency.

11/2017– 04/2018

CLERICAL ASSOCIATE III, NEW YORK CITY DEPARTMENT OF BUILDINGS- BUILDINGS INSPECTION UNIT

- Generated daily reports pertaining to Inspection availability dates and sent out to proper personnel.
- Used the DOB system to schedule inspections in Construction and Plumbing for new High-Rise developments.
- Monitored email for all incoming requests from the public for TPA inspections- Temporary Place of Assembly
- Used excel to keep track of all processed, approved, denied, and violations for TPA inspections throughout the city.
- Prepared and distributed all Chief and Assistant Chiefs meeting agendas as well as recorded and filed all meeting discussions.
- Generated weekly reports pertaining to the Build It Back program and forwarded to proper personnel.
- Under direct supervision worked closely with the Development analyst and Project Manager of Development Inspections and assisted with any tasks assigned.
- Worked with Inspectors, Chiefs, Supervisors, and the Director of Development in creating new procedures for Inspection scheduling and quality assurance.
- Answered incoming calls and referred to proper staff.

10/2016 – 11/2017

CLERICAL ASSOCIATE III, NEW YORK CITY OFFICE OF THE CITY CLERK- MARRIAGE BUREAU

- Assisted customers in processing various applications, which included a background check, and a financial transaction to complete the process for various applications such as marriage licenses, marriage certificates, marriage officiant registrations, and more.
- Responsible for maintaining files in numerical order.
- Responded to customers' inquiries in person and via phone.
- Ensured that old records were maintained accurately and ready to be scanned and archived.
- Assisted the chapel with the processing of ceremonies and marriage certificates.
- Used the agency database to process the public's record requests.

EDUCATION

ANTICIPATED: 2023

MASTER OF SCIENCE, SOUTHERN NEW HAMPSHIRE UNIVERSITY
HUMAN RESOURCES MANAGEMENT

SEPTEMBER 2021

CERTIFICATE, SOUTHERN NEW HAMPSHIRE UNIVERSITY
HUMAN RESOURCES MANAGEMENT

NOVEMBER 2021

BACHELOR OF ARTS, SOUTHERN NEW HAMPSHIRE UNIVERSITY
PSYCHOLOGY- SOCIAL PSYCHOLOGY (CUM LAUDE)

SKILLS

- Bilingual, fluency in the English and Spanish
- Proficient with Microsoft Office applications and databases.
- Ability to work independently and cooperatively on important and time-sensitive projects.
- Demonstrated ability to maintain records Ability to enter data accurately.
- High attention to detail / Innovative and problem-solving abilities