

Tonya Casillas

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Summary

Highly motivated Office Assistant with experience in efficiently completing and coordinating administrative and operational tasks. An avid learner able to adapt to and leverage new technologies and systems. Organized and diligent with a sincere commitment to exceptional customer service and teamwork. Love meeting new people!

Experience

Administrative Assistant

Secretary Assistant

W Design • 608 E. 3rd ST. Tulsa, OK 74120
08/2019 - 06/2020

Welcome all patients with warm, friendly attitude

Assisted manager with billing, etc.

Schedule all incoming appointments and luncheons

Handle busy, multi-line phone system

Manage inventory of basic office supplies and reorder as needed

Human Resources Administration

Macy's FulfillmentCenter • 7120 E 76th St N Owasso, Ok 74055
09/2015 - 01/2016

Answer phones and record messages

Process incoming/outgoing mail according to departmental procedures

Maintain files for all employees

Helped with job fairs and hiring process for applicants

Administration/ Esthetician

Allure Medical Spa • 8921 S. Yale Ave, Suite B Tulsa
11/2014 - 07/2015

Track weekly product sales, retiring underperforming and adding new products based on sales statistics

Ensure comfort and safety of all clients by maintaining clean workspace and relaxed environment

Developed positive relations with external vendors and clients

Maintained strict confidentiality of all applicant information

Update patient records on paper and through computer database

Handle busy, multi-line phone system

Skills

- Administrative Experience
- Organizational skills
- Microsoft office
- Scheduling
- Customer service

Education

Basics

Skiatook High School • Skiatook, OK

Esthetics

Clary Sage Beauty College

Languages

- English