

**NURIA PEGUERO** Email: [nuriarpeg@gmail.com](mailto:nuriarpeg@gmail.com) 646.719.3789

**EDUCATION:** Parsons School of Design, New York, NY – Bachelor of Business Administration, May 2008

**TECHNICAL SKILLS**

Microsoft Office: Outlook, Word, PowerPoint, Excel; Adobe: Illustrator; Light Room; QuickBooks; ADP, PeopleSoft, Salesforce, Symplicity, Switchboard, ReQlogic, Ultipro, SCR background; fluent in Spanish; able to deal with large amounts of invoices

Photography (Digital Pentax camera, Adobe Lightroom and Photoshop)

November 2018 - Present

**Postal Service Employee, Mail processing clerk: United States Postal Service**

- Sorted all incoming and outgoing mail by zipcode
- Lifted over 30lbs of heavy mail
- Distributed mail to different departments within the post office warehouse
- Managed and sorted incoming and outgoing mail, parcels, and flats
- Completed mailing activities such as loading and feeding mails into DBCS Automation Machine Operator
- Identified, developed and implemented strategic and logistical plans for receiving, sorting, and delivering mail

April 2013 - November 2018, New York, NY

**Contract Client services and information manager: Robert Half and other agencies**

- Processed applications and verified requirements (using Ascend Symplicity software)
- Evaluated transcripts, distributed materials, collected confidential documents and followed procedures to ensure privacy and confidentiality at every step
- Provided important information to prospective clients via email (using Salesforce software)
- HR Assistant, managing employee files via Ultipro
- Conducted background check using SCR background check
- Administered human resource plans and procedures
- Calculated sick and vacation days for employees using Microsoft Excel and added new formulas for more accurate calculation
- Sorted, organized and distributed company mail to all employees
- Calculated postage for all outgoing mail and sorted mail to be sent out by address and region
- Organized mail according to type/service for distribution
- Maintained and replenished supplies
- Collected mail from the office mailroom
- Served as liaison between higher level executives and outside clients
- Maintained a calendar of staff appointments and locations
- Scheduling for upper level executives (Microsoft Outlook)
- Corresponded with associated vendors such as office supply, travel, utilities, and event vendors
- Welcomed visitors and clients and assured their comfort
- Scheduled and maintained conference rooms and for upper level executives
- Received, screened, transcribed and routed phone calls using
- Provided overall clerical support in a financial office, replenished kitchen and office supplies

June 2009- March 2013, New York, NY:

**Elegant Gowns**

- Helped customers to choose from a variety of product
- Supplied product and pricing information to address client requests
- Maintained accurate customer database by creating and updating customer profile
- Prepared and distribute monthly reports to clients to update them on sales activities
- Conducted investigations to identify and resolve order/inventory problems
- Functioned as store frontline agent by welcoming and receiving customers into the store
- Interacted with customers to assess their needs and provided recommendations on suitable products that'll best meet their requirements
- Collected cash payments and handled credit card transactions for product purchases