

# Tiffany Trujillo

**Strive to do my best at EVERYTHING I do !!**

Alexander, AR 72002

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Team player, Hard worker, Eager to learn new things, Always on time, Detail oriented, dependable vehicle, always finish what I start, competitive, people person, very positive person, bubbly personality, Loyal & trust worthy!

Firm believer in...

I GET IN... WHAT I PUT IN!!!!

Willing to relocate to: Jacksonville, AR - Little Rock, AR - North Little Rock, AR

Authorized to work in the US for any employer

## Work Experience

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### **Administrative Assistant/Receptionist**

Person's Accounting & Tax Services - Little Rock, AR

November 2018 to Present

1. Schedule his daily agenda.
2. Answer calls &'s for Clients.
3. Transport him to meet his clients.
4. Fax,edit,copy,file documents as needed!
5. Arrange payment pick up &deposits!
6. Obtain new clientele to help expand his business!
7. Maintain the cleanliness of ANY & all areas needed!
8. Many more skills&details that this position require!! (Inquire for more info)!

### **Online Marketing Specialist/ General Labor**

CHEAP ENUFF - Benton, AR

December 2021 to May 2022

Queen of ALL trades! I market merchandise online, inventory control, organization, cleaned to the max, customer service, delivery driver,

### **UPS clerk**

L & R Distribution/A-Team - Pine Bluff, AR

February 2018 to June 2018

I was recently working here as a FT employee! The compensation was \$8.50 hr! As hard as I worked for them, they told me my pay would increase to \$9.25hr! HR later advised me my pay would remain @ \$8.50 due to their financial budget.

\*job duties: lift boxes up to 50lbs, scan merchandise, print invoices, ship merchandise, load boxes on pallets, wrap pallets, load pallets on truck w/ electric pallet jack!

### **Auction Assistant-Volunteer**

S&P Auction House - Jacksonville, AR

January 2015 to May 2016

Volunteer based position. I've got a passion for the auction industry!

\*Job duties: loading merchandise & transporting it to auction house, tagged the auction items, assisted with advertising auction dates & times! Helped arrange items in auction house!

### **Evening Supervisor/Receptionist**

Jays Service Co. ^ Heat & Air Co. - Jacksonville, AR

June 2014 to May 2015

I absolutely loved working for this company!

\*Job duties: setting appts, taking payments& pymnt methods, confirming scheduled appts, filing documents, obtaining new customers, cleaned office daily, evening supervisor!

### **Secretary/File Clerk**

CLARK, BYARLY& SPARKS LAW OFFICE - Little Rock, AR

February 1999 to October 2006

\*Job duties: Knowledge of Abacus law, pacer, Microsoft, efficient multi-tasker, cust service, phones, faxing documents, filing legal documents at bankruptcy, circuit, & probate courts, cleaned office weekly, file clerk duties, prepared files that attorneys needed for court!

## Education

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### **GED-1998**

Nlr High School-West Campus - North Little Rock, AR

1998

## Skills

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- Online Networking (3 years)
- Receptionist (5 years)
- Customer Service Experience (10+ years)
- Typing (5 years)
- Microsoft office, Excel, PowerPoint (5 years)
- Data Entry (5 years)
- Organizational Skills (10+ years)
- Clerical (5 years)
- Pallet wrapping & loading(electric & manual pallet jack) (2 years)
- Invoice printing (2 years)
- Warehouse experience (2 years)
- Maintained Legal documents in File Room (5 years)
- Inventory Clerk (2 years)
- Customer Service
- Filing
- Data Entry (2 years)

- Docket
- Warehouse Associate
- Shipping Receiving
- Shipping
- General Labor
- Forklift
- Loading

## Links

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<https://www.facebook.com/profile.php?id=100074524843296>

## Assessments

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### **Attention to detail — Proficient**

January 2022

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.