



ANGELICA

 [VIDEO INTERVIEW](#)

WORK EXPERIENCE

HR ADMIN

Floraflex | September 2023 – May 2024 (9 Months)

- Managed end-to-end HR administrative functions including maintaining employee records, supporting recruitment and background checks, coordinating onboarding, processing payroll and attendance, handling benefits inquiries, preparing HR reports, managing HR calendars, and ensuring confidentiality and compliance.

EXECUTIVE ASSISTANT (ADMIN)

Printam.ca | April 2021 – September 2023 (2 Years, 6 Months)

- Supported senior managers by organizing meetings and appointments, managing email correspondence, handling administrative requests, maintaining organized records and databases, and managing social media engagement to improve executive productivity and workflow efficiency.

CSR TEAM LEAD (MEDICAL RECORDS)

Anthem | August 2018 – March 2021 (2 Years, 8 Months)

- Led customer service operations within medical records by documenting billing and coding incidents, ensuring HIPAA compliance, collaborating with HR and legal teams to resolve issues, and maintaining secure and confidential patient information records.

OPERATIONS ADMIN ASSISTANT

Supherb | May 2024 – July 2024 (3 Months)

- Supported marketing and operations by developing and executing social media strategies, creating and scheduling content, engaging with online communities, analyzing performance metrics, collaborating with marketing teams and influencers, and maintaining brand consistency.

SKILLS/AREAS OF EXPERTISE

- Social Media Strategy Development
- Content Creation & Scheduling
- Community Management
- Customer Inquiry Management
- Social Media Analytics & Reporting
- Performance Optimization
- Trend Monitoring & Adaptation
- Brand Management
- Crisis Handling
- Marketing Team Coordination
- Appointment Setting
- Email Management
- Data Entry & Records Management
- Administrative Support

TECHNOLOGY

- Pipedrive
- Salesforce
- Monday.com
- Asana
- Canva
- Google Workspace
- Microsoft Office

[CLICK HERE TO
VIEW MORE CANDIDATES](#)



[Click here to:
BOOK AN INTERVIEW](#)