**David Caban**

261 61st Street, Brooklyn, NY 11220| (917) 565-1484| Masterdave200@aol.com

**Qualifications Summary**

Administrative Professional with experience and training in a wide range of office administration tasks. Able to work productively under pressure and collaborate with a team. Successful record of fielding incoming phone calls, providing information to clients and acting as liaison between departments. Strong organization and assorted clerical skills.

**Skills and Competences**

* Microsoft Office Suite
* Customer Service
* Data Entry
* Scanning/ Document Imaging
* Types 35+ WPM
* Records Maintenance/Filing
* Tech Savvy
* Data Base Management
* Sorting and Delivering Mail
* Ability to work independently

**Department of Buildings** 06/2019 – 9/2019

Office Clerk (Temp) L.I.C., NY

* Assisted in filing duties, retrieved files for personnel and performed data entry.
* Reroute calls to appropriate people, took and delivered messages.
* Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers.
* Restock supply closet with printing paper, ink, pens, paper clips, staplers, files and folders, and correction fluid.

**Veterans Affairs Hospital/Volunteer Department**  08/2018-11/2018

*Administrative Intern*  New York, NY

* Transferred and answered incoming phone calls on a daily basis to designated departments
* Labeled and restocked medical supply and equipment on a daily basis
* Assembled and reassembled mobility devices for patients as needed on a daily basis
* Greeted and escorted Veterans to waiting area or common area
* Assisted in front desk activities; responded to daily telephone messages and direct calls to relevant individuals/ Units for appropriate action.
* Assisted in any additional tasks that allowed healthcare providers and office staff to focus on critical duties

**International Association for Continuing Education and Training Certifications**

Word 2010, Excel 2010, Power Point 2010, MS publisher 2010, Microsoft Access 2010

**Education**

**ICD-Institute for Career Development (ICD)**  05/2018-11/2018

*Training in Office Technology & Document Program*  New York, NY

ICD is a NYSED - BPSS licensed career school that prepares students with the skills for employment in a wide array of office and administrative support skills that allow them to work in many different service settings and industries. This course includes **300 classroom hours** and **250 hours of internship** for completion.

**High School of Telecommunication, Arts and Technology** 6/2017

*High School Diploma* Brooklyn, NY