

# RADHA MATEO

Mobile: (786) 604-1727 |  North Miami, FL 33181 USA | [matoradhamilka1@gmail.com](mailto:matoradhamilka1@gmail.com)

Enthusiastic assistant with thorough knowledge and ability of administrative processes and the ability to build effective and responsive interpersonal relationships. Ability to keep and organize paperwork by collecting and filing records carefully associated with existing and future employees. Capable of handling personnel related issues with a positive attitude and professionalism.

## ◆ DETAILS ◆

1600 NE 135th Street

North Miami, FL 33181

786-604-1727

[matoradhamilka1@gmail.com](mailto:matoradhamilka1@gmail.com)

## ◆ SKILLS ◆

Excellent customer service

Office Programs

Organized

Interpersonal communication

## ◆ EDUCATION ◆

- Bachelor's in Business Administration

- Human Resources Management

- Diploma programme in Customs Operations and International Trade

## EMPLOYMENT HISTORY

### KLA Schools - Assistant Director (Present)

- o Assist management with coordination of interviews during recruiting process; pre screening of applicants.
- o Filing, record-keeping, supply orders.
- o Assists with staff supervision and ensures building is secure at the end of each day.
- o Assists administration with financial tasks, charges, account statements.

### US Consulate & Social Security Administration Consular Assistant (2012-2019)

- o Perform initial document review and provide information about procedure by telephone, emails or face to face.
- o Draft letters and memorandums; maintain office files; coordinate outreach, events and travel arrangements as needed.

### Israeli Embassy/Consulate - Ambassador's Executive Assistant (2009-2011)

- o Manage agenda and convey instructions.
- o Provide logistical support when required.
- o Comply with rules and procedures related to security defined by the organization.