Arnora balidemaj

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EDUCATION

## Bachelor of science in business and technology of fashion, *New York City College of technology Brookyln, NY 2016 - 2020*

## HIgh School Diploma, *Saint Catharine Academy* Bronx, NY 2012-2016

CERTIFICATES

## Title IX: Sexual Harassment, Gender-Based Harassment and Sexual Violence Curriculum, 2020

EXPERIENCE

## merchandising intern , nonna angelas flower gallery 2020- Present

* Design and create flower bouquets, gift baskets, and rentals for special events.
* Assist in pricing and marketing products and services along with planning events.
* Maintain and keep showroom presentable and provide all other administrative support.
* Book and prepare for client meetings via email and telephone.

## legal secretary , Rios law firm 2019- Present

* Represent the firm in a professional manner by acting as the initial point of contact for clients and legal officials on a daily basis.
* Provide Human Resource support by producing employment contracts for clients and the firm.
* Assist in recruiting and sourcing candidates for the firm through databases and social media while maintaining and managing employee records and documents.
* Organize and maintain case files, draft and type legal documents, and schedule attorneys’ calendar, client appointments and depositions.
* Provide secretarial and paralegal support by conducting legal research and assist attorneys in preparing trials, depositions and hearings.

## Maitre D’/Receptionist, Avra Madison 2016 – 2020

* Support the administrative needs of managers.
* Welcome and greet guests at the entrance of the dining room, restaurant, and lounge according to company standards, and escort them to their assigned tables.
* Receive and coordinate reservations via phone, email, and multiple booking service applications.
* Assess guest complaints, inquiries, and recommendations to provide better service.

## Skills

* Proficient in Microsoft Office (Excel, Power Point, Word, Outlook.)
* Proficient in Zoom and Microsoft video chat.
* Social Media Platforms (Instagram, Twitter, Facebook, LinkedIn, etc..)
* Skilled in technology usage.
* Fluent in English and Albanian language.
* Accuracy, attention to detail, determination, adaptability and flexibility.