

DAYONEIRA DAVIS

✉ daydaydavis01@gmail.com

☎ 9124926821

📍 LOS LUNAS, NM 87031

PROFESSIONAL SUMMARY

Organized and dedicated Administrative Assistant with proven track record of providing exceptional customer service in fast-paced environments. Offering keen attention to detail and strong decision-making skills to manage multiple, concurrent tasks. Self-motivated work ethic to perform effectively in independent or team environments.

SKILLS

Software's

Rhino

Revit

Adobe Illustrator

Adobe Photoshop

Adobe InDesign

Microsoft Excel

Microsoft PowerPoint

Microsoft Word

Enscape

Creativity

Problem Solving

Time Management

Adobe Software's

Designing

Drawing

Willingness to Learn

Model Making

Teamwork

EDUCATION

The University of New Mexico
Albuquerque, NM • Expected in 05/2024

Bachelor of Arts: Architecture

- Dean's List 2021-2024
- 3.8 GPA
- Study Abroad: Stockholm,

WORK HISTORY

Richardson And Richardson - 0 yrs 3 mos

Office Administrative Assistant • *Albuquerque, NM* • 01/2024 - *Current*

- Streamlined office processes by implementing efficient filing and organizational systems.
- Reduced errors in documentation by meticulously proofreading and editing written materials.
- Maintained a clean and welcoming office environment, fostering positive impressions among clients and visitors alike.
- Optimized workflow efficiency by researching and implementing appropriate software tools for various administrative tasks.
- Provided clerical support to company employees by copying, faxing, and filing documents.
- Created and updated records and files to maintain document compliance.
- Maintained office supplies inventory by checking stock and ordering new supplies.
- Offered technical support and troubleshoot issues to enhance office productivity.

Gt Independence - 0 yrs 5 mos

Caregiver • *Ocala, FL* • 09/2019 - 02/2020

- Enhanced patient comfort by providing compassionate and attentive care, addressing individual needs and preferences.
- Assisted clients with activities of daily living, promoting independence and quality of life.
- Maintained a safe and clean environment for patients, reducing risks and ensuring optimal health outcomes.
- Administered medications as prescribed, ensuring accurate dosage and timely administration for maximum efficacy.
- Provided emotional support to patients and their families during challenging times, fostering trust and strong relationships.
- Managed patient appointments and transportation needs, ensuring punctual arrival at medical visits and other engagements.
- Performed light housekeeping duties to maintain cleanliness standards while respecting the patient's personal space.
- Engaged patients in meaningful conversation, socialization, and

Sweden

- General Education Requirements (complete), Chemistry, Math 1,2, and 3 Design Thinking, World Architecture, Architectural Design I, Architectural Theory, Physics and Math for Designers Architectural Design II, Architectural Design III, Sustainability I, Design Leadership, Architectural Structures I, Introduction to Processing, Architectural Design IV, Architecture and Context, Architectural Structures II, Construction I, Design Visualization - Revit, Advanced Revit , Visual Advanced Fabrication, Public Speaking, CRP Land, water, and culture, French I.

activity while providing personal care assistance.

- Cleaned house, ran errands, managed laundry, and completed weekly grocery shopping.

Jessi-Anne Boutique - 1 yr 8 mos

Boutique Sales Associate • *Belleview, FL* • 01/2018 - 09/2019

- Increased boutique sales by providing excellent customer service and product knowledge.
- Built strong client relationships through personalized styling advice and follow-up communications.
- Streamlined merchandise display for enhanced visual appeal and faster inventory turnover.
- Assisted customers in finding suitable products, resulting in increased satisfaction and repeat business.
- Managed store inventory, ensuring accurate records and timely replenishment of stock.
- Collected payment by cash, debit or credit card and used Point of Sale system to process transaction.
- Greeted customers entering store and offered assistance with requirements.
- Organized shelves to remove slow moving items and add new merchandise.
- Swept and mopped floor, wiped windows and fixtures after closing to support cleanliness and maintain organized store.

INTERESTS

- Community Service
- Sustainability
- Biophilic Design
- Graphic Design

PORTFOLIO

<https://neira01.myportfolio.com/>