Application Form

Profile

Prefix	First Name	Middle Initial	Last Name	Suffix
	Tinangeles	P	Abreu	

civil.tabreu@gmail.com
Email Address

499 collicello street
Home Address

Suite or Apt

Harrisonburg
City

VA
State

22802
Postal Code

How many years have you been a resident of Harrisonburg?

17

Home: 540-282-7258
Primary Phone

Home: 540-282-7258
Alternate Phone

Harrisonburg police department
Employer

Victim Services
Job Title

Demographics - *(Submission of this information if voluntary and will not subject you to any adverse treatment should you chose to not complete)*

Ethnicity

☑ Hispanic

Gender

☑ Female

What is your age?

☑ 40-50 years old

Are you reapplying for a current position you hold? *

☑ No

Which Boards would you like to apply for?

Social Services Advisory Board (SSA): Submitted

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

As a fellow member of the community and a city employee and former paralegal. Having the background in the legal field and being a civilian, I would love to have more involvement in our city and to be able to be a voice as well for our peers and community.

What other interests or concerns do you have regarding the community?

I work to help our citizens and our community in helping them get the resources and help they need to help them not get re victimized and guide them through information and and services. I believe I would be of great assistance to the board. If given the chance and opportunity.

What relevant experience or education do you have to this board or commission?

Paralegal degree from JMU, Notary public victim advocate for the police department and translator and interpreter.

Please list any past or present community involvement e.g. City Council, Boards and Commissions, Citizen Academy, etc. in Harrisonburg or elsewhere:

City of harrisonburg ambassador and volunteer for various community resources.

Resume_Tinangeles_P._Abreu.pdf

Upload a Resume

EPSAC Applicants only

Bike/Pedestrian Subcommittee Applicants only

Tinangeles P. Abreu

499 Collicello Street
Harrisonburg, Virginia, 22802
Mobile: (540) 246-3802

Tinangeles26@aol.com

PERSONAL PROFILE

I have about twenty years of work experience. Which has made me a dedicated and enthusiastic professional person with extensive experience in Office Administration and Management with the following work ethics and experience throughout my work career. At only 35 years of age I have hands on work experience within the Legal field, knowledge of accounting and Familiarity with human resources functions, including record maintenance, report and presentation development and special project management ,personal assistant, customer service, and experience in a wide variety of business sectors and operations.

I am a Bilingual speaker I am proficient in Spanish as well.I have an excellent interpersonal skills and the ability to communicate effectively at all levels. Good at problem solving with strong organizational capabilities and confidentiality.I enjoy being part of a successful and productive team and thrives in highly pressurized and challenging working environments, Consistent record of improving productivity and time management, reducing costs, and resolving complex departmental issues.

I have an excellent customer service skills, including managing front desk operations, communicating information to customers and staff,legal documents and more.I am looking for a position where I can continue to grow and have work stability for my family and be able to provide future financial security for my children and self.

WORK EXPERIENCE

John Elledge & Assoc PLC
Harrisonburg, Virginia
Executive Legal Assistant/Office Manager 2009 to Present

- Supported a team of five attorneys and managed 2 to 4 employees.Duties included all administrative work and managing duties of the law firm.
- Helped lawyers prepare for closings, hearings, and trials, opened all cases and input the informations into our computer programs and set meetings and other related process for the law firm.
- Prepared all legal assistant documents, served as an interpreter and assisted in meetings with clients,
- Promoted to Office Manager and ran all day to day office operations including and not limited to accounting, clients retainers, billing and hired and trained staff.
- Coordinated and supported various conferences, meetings, conference calls and travel arrangements; managed heavy calendar/reading, prioritizing and responding to emails and correspondence.
- Served as the personal assistant to the Owner of the firm and the senior attorney for the firm.Handled paperwork associated with court proceedings and hearings
- Took discovery and evidence and video and ensured that they are kept in a confidential manner.
- Managed correspondence such as letters, emails and warrants, etc.
- Took and maintained inventory of office supplies, managed everything that has to do with running a legal firm.
- Made sure that all parties involved in a court case (judges, lawyers, defendants and accused) are informed of court dates
- Took telephone calls and provided callers with necessary information
- Handled research and data compiling duties
- Revamped the filing system by incorporating a dedicated computer for data holding and went from paper to a paperless office by scanning and incorporating the MY Case program.

Shenandoah Women's Health Care
Harrisonburg, Virginia
Administrative Assistant 2008 to 2009

- Supported staff of 45 employees and conducted general administrative functions.
- Creating *and* translating HIPPA Patient privacy act forms and other forms and documents in English and Spanish for department manager and medical practice, while multi-tasking in administrative overflows.
- Office translator
- Also handled medical billing and scheduling patients.
- Coordinated and supported various aspects of the daily medical practice requirements with staff and patients, including the following:

Santana Rosa & Associates
Santo Domingo, Dominican Republic
Office Manager 2001 - Summer & Internship abroad)

- Supported team of five lawyers by preparing annual financial reports and conducted a variety of research and analysis assignments and prepared legal and administrative duties.
- Helped lawyers prepare for closings, hearings, and trials.
- Finalizing presentations for company-wide audiences, and handling all administrative overflows.
- Promoted to Personal Executive Assistant to the CEO
- Coordinated and supported various conferences, meetings, conference calls and travel arrangements; managed heavy calendar/reading, prioritizing and responding to emails and corresponded

Aaron's Sales and Lease
Harrisonburg, Virginia
Manager Trainee 2008-2008

- The acquisition and maintenance of customers and did the billing and collection of accounts.
- Direct immediate contact with customers who have not renewed their Lease agreements.
- Act as a customer counselor who resells the benefit of timely lease agreement renewal payments.
- Clean and certify merchandise in the Certification Zone for all items personally returned.
- Complete and maintain weekly vehicle maintenance sheet and daily route sheets.
- Documented all customer promises and update customer information in the store computer system.
- Assist with merchandise returns and deliveries by GM.
- Also did sales when needed and cleaned and organized show room.

EPT Management, Semoran Palms Apartments
Orlando, FL
Leasing Consultant 2003 to 2004

- Updated and managed over 436-apartment tenant and unit records, leases, vacancies and renewals.
- Leased 20-30 vacant apartment units on a monthly basis and retained existing tenants by producing dramatic increases in resolving long-standing resident issues.
- Advertised, marketed and coordinated special events for current residents and to attract new prospects.
- Prepared documents, such as resident applications, legal documents (leases, renewals, etc), invoices, rental receipts, notices of evictions and warning letters.
- Supported property managers, regional manager and corporate director.
- Transcribed correspondence and minutes of weekly staff meetings.
- Compiled and distributed daily reports necessary for accurate staffing and supply ordering.

- Assisted with new employee training and hiring

ADDITIONAL EXPERIENCE

- Board Member for Second Home After school Program as of June 2017-current)
- Bank Teller -North Fork Bank, New York, NY (2003)
- Receptionist and File Clerk -BMW Of Manhattan, & Lexus Of Manhattan New York, NY (1997)
- Customer Service Representative -PRC Corp., AT&T, Miami, FL (1999

EDUCATION & CERTIFICATIONS

- Notary Public in The Commonwealth of Virginia (Current)
- Manager Trainee lease & Sales Certificate -Aaron's University
- CPR and First Aid Professional Rescue Certificate -SWHC, Harrisonburg, VA, 2009
- Bank Teller and Customer Service Certification - North Fork Bank and Caliber Training Institute, New York ,NY, 1999/2003
- H.S Diploma New York, NY 1999

REFRENCES

• Chaz Evans Haywood	Email: clerkchaz@rockinghamcountyva.gov	Phone: 540-421-0052
• Alycia Eldridge, Esq.	Email: alycia.eldridge@gmail.com	Phone: 703-200-2562
• Laura Evans, Esq.	Email: laura@evansoliver.com	Phone: 540-437-1966
• Steven K. Smith Esq.	Email: ssmith@elledge.com	Phone: 540-336-9574
• Roland Santos Esq.	Email: rolandsantoslaw@verizon.net	Phone: 540-271-7202
• Robert O. Nylander (Fairfax Officer)	mylander11@my.asl.e	Phone: 540-271-1285

SKILLS & OTHER

Languages: English & Spanish. Computer Skills: Excel, PowerPoint, Rent Roll, Outlook, and Basic QuickBooks.My case system,HUD Fonality,Drobbox.

Volunteer: Community Volunteer (Senior's); Health Education Volunteer Award

Board Member for Second Home After school program 2017.