

AMBAR R. GILBERT

Bilingual Administrative Assistant | Virtual Assistant | Project Coordinator

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Summary

4+ years of experience in administrative support, back-office operations, logistics coordination, and account management across fast-paced business environments. Strong background in documentation, order tracking, client and vendor communication, data management, and workflow coordination to support smooth daily operations. Proven ability to manage multiple priorities, maintain accurate records, and improve process efficiency while working cross-functionally with internal and external stakeholders. Bilingual in English and Spanish, with strong organization, follow-through, and problem-solving skills. Seeking a remote opportunity as an Administrative Assistant, Virtual Assistant, or Project Coordinator where operational support and coordination skills can add value.

Work experience

MCC Group

2025-07 - Present

Account Manager

- Manage 80+ weekly orders while maintaining accuracy, organization, and timely execution.
- Coordinate with clients, distributors, vendors, and internal teams to support smooth daily operations.
- Prepare and organize product setup, cross-coding, and operational documentation to reduce delays.
- Track account activity, resolve issues, and maintain workflow efficiency in a fast-paced environment.
- Support back-office operations through strong communication, data accuracy, and follow-through.
- Monitored order progress and followed up on open items to help maintain consistent operational flow.
- Supported account coordination by organizing information, updating records, and keeping documentation accessible.
- Assisted with internal and external communication to ensure alignment between clients, distributors, and operational teams.
- Helped streamline daily processes by maintaining organized workflows and responding quickly to administrative needs.

Family-Owned Export Agency

2018-01 - 2022-12

Logistics & Export Operations Coordinator

- Coordinated weekly vessel schedules and export operations to support timely shipments and organized workflow.
- Managed commercial and export documentation with strong attention to detail and process accuracy.
- Tracked transactions, inventory, and operational data using Excel to improve visibility and reporting.
- Supported purchasing and sales coordination while maintaining accurate records and organized documentation.
- Communicated with suppliers and business partners to ensure smooth execution of logistics and administrative processes.
- Organized shipping timelines and operational details to support smooth coordination of export activities.
- Reviewed and maintained business records, invoices, and supporting documents to ensure accurate administrative processing.
- Updated spreadsheets and operational logs to help track movement, status, and key business information.
- Provided administrative support across logistics and commercial functions to keep processes organized and on schedule.

Skills

Microsoft Office Suite (Outlook, Word, Excel, PowerPoint), Google Workspace (Gmail, Google Docs, Google Sheets, Google Drive, Google Calendar, Google Meet), Excel reporting, data entry systems, document management tools, order tracking systems, inventory tracking tools, CRM platforms, Slack, Zoom, Microsoft Teams, Calendly, Trello, Asana, Notion.

Education

Instituto Tecnológico de Santo Domingo

2019-07 - 2022-09

Bachelor's Degree in International Business