

ALANI FUENTES

Greenville, SC | alanif003@gmail.com | www.linkedin.com/in/alani-fuentes

SKILLS

- Bilingual
- Supervision & Professional Communication
- Workflow & Process Automation
- Confidential Document Handling
- Task Prioritization & Management
- Microsoft 365 & Google Workspace
- Taxdome & SmartVault
- Paychex
- DocuSign

OTHER EXPERIENCE

- **Centro Superior de Idiomas, Universidad de Alicante;** Volunteer JANUARY - MAY 2025
- **The Children's Museum of the Upstate;** Volunteer 2021 - 2024
- **Women for Women;** Volunteer 2021 - 2023

PROFESSIONAL EXPERIENCE

Executive Administrative Assistant, Adriana Perry Consulting

Jun 2024 - Present

Greenville, SC

- Primary liaison among the president, clients, and internal team; coordinate communications via email and meetings.
- Safeguard confidential data; prepare/submit IRS forms, process payments, support payroll, and handle outbound calls to clients and agencies.
- Manage TaxDome for document intake, e-signatures, and task automation; maintain clear pipelines and status visibility.
- Coordinate meetings and complex calendars; keep a concise daily activity log to support time-sensitive priorities.
- Provide inbox coverage and resolve client inquiries, ensuring continuity during executive absence.
- Streamline office workflows to improve efficiency and client experience.

Residential Assistant, Clemson Home at Clemson University

Jul 2022 - Jan 2025

Clemson, SC

- Responsible for developing personal relationships with 50 residents each semester.
- Advocate for and model acceptance, appreciation, and respect for all residents.
- Knowledgeable of Clemson University policies and resources.
- Facilitate a positive environment that contributes to residents' personal and academic success.
- Counseled and advised first year students on academic and personal questions and concerns.

Escrow Analysis Intern, NewRez LLC

May 2023 - Aug 2023

Greenville, SC

- Completed a rotation across seven escrow sub-units to understand end-to-end workflows.
- Observed senior officers in client meetings and calls to learn case handling and decision criteria.
- Attended trainings on escrow processes and industry regulations.
- Entered and reconciled records in escrow systems to keep data current and accurate.
- Researched property details and legal requirements; gained familiarity with local, state, and federal rules.

Cashwrap Supervisor, Adidas and Reebok Employee Store

Sep 2020 - Mar 2022

Greenville, SC

- Completed a rotation across seven escrow sub-units to understand end-to-end workflows.
- Observed senior officers in client meetings and calls to learn case handling and decision criteria.
- Attended trainings on escrow processes and industry regulations.
- Entered and reconciled records in escrow systems to keep data current and accurate.
- Researched property details and legal requirements; gained familiarity with local, state, and federal rules.

EDUCATION

Clemson University, Clemson SC

December 2025

B.A. Language and International Business
Minor; Spanish Studies

Universidad de Alicante, Alicante Spain

Jan 2025 - May 2025

Study abroad experience with internship